

# Lucton School



## Privacy Notice for Pupils

### How We Use Your Information

## **How we use your information**

This notice is to help pupils understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice, please talk to your Boarding Staff or Form Tutor.

## **What is "personal information"?**

Personal information is information that the School collects about you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

## **How and why does the School collect personal information?**

Admissions forms give us lots of personal information. We get information from you, your parents/guardians, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.

Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all staff if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms. The School CCTV policy states that the Objectives of the CCTV are:
  - to protect the School and its buildings and other assets
  - to increase personal safety and reduce the fear of crime
  - to deter criminals from targeting the School
  - to support the Police in a bid to deter and detect crime
  - to assist in identifying, apprehending and prosecuting offenders
  - to protect members of the public and private property within the grounds
  - to assist in managing and running the School
  - to promote good behaviour, via the pupil disciplinary process if necessary.
- We need to tell all staff if you are allergic to something or might need extra help with some tasks.

- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- If you are from another country we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where you will go when you leave us we may need to provide your information to other schools, Schools and universities or potential employers. For example, we may share information about your exam results and provide references. We may need to pass on information which they need to look after you.
- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at the School or if there is a burglary.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and your behaviour records with your parents or guardian so they can support your schooling via the parent portal, or directly through telephone, email or letter.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself or others at risk of harm. If you would like more information about this you can read the “Policy on the Acceptable Use of ICT and E-safety” or speak to your Boarding Staff or Form Tutor.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may also approve the use of photographs or videos by the Old Luctonians Association so that developments can be publicised. We may continue to use these photographs and videos after you have left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record your drama lessons.
- We may provide photographs or videos of you to the School's overseas schools for their publicity. But we would obtain your consent before we do this.
- If you have any concerns about the use of photographs and videos please speak to your Form Tutor or Boarding Staff.

Version 1.1 April 2018

- We publish our public exam results, sports fixtures and other news on the School website and on social media, and put articles and photographs in the local news to tell people about what we have been doing.
- We publish examination results in the local newspapers and educational press but we will only include grades achieved by specific pupils, with their permission, in the form of profiles of those achieving exceptional results.
- We may keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.
- We may keep details of your address when you leave so we can send you the Luctonian magazine and find out how you are getting on. We may also pass your details onto the Old Luctonian Association. Further information on the OLA association can be found on the School's website.

## **What do we do with your personal information?**

The Data Protection Officer is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

## **What decisions can you make about your information?**

- If information is incorrect you can ask us to correct it.
- If you would like us to change or update the information we hold about you please speak to your Form Tutor / Boarding Staff.
- If you would prefer that we keep certain information confidential then please speak to your Form Tutor / Boarding Staff.

Further information and guidance

This notice is to explain how we look after personal information.

If you have any questions you can ask your Form Tutor / Boarding Staff about how it works in our School. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

Effective date of the policy review: April 2018 (next review April 2020)