

How We Use Your Information: Privacy Notice for Pupils

Forest School, September 2023

Introduction

This notice is to help you 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 Mr Lundie, the Privacy Officer for the school.

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. Information about your use of the school's systems, network and online activities, CCTV footage, photos, video or sound recordings of you, are all examples of personal information.

How and why does the School collect personal information?

Admissions forms that were filled in when you joined the school give us lots of personal information. Your old school also gives us information about you. We get information from you, your teachers and other pupils. 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 your teachers 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 for you and others. CCTV is not used in private areas such as changing rooms. In exceptional circumstances, we may use CCTV to assist locating items that have been reported lost.
- 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.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your exam results and provide references.
- 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 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 (where fair) your behaviour records with your parents or education guardian so they can support your schooling.

We will only share your information with other people and organisations when we have a good reason to do so.

We will monitor your use of email and other messaging and communication apps, the internet, and mobile electronic devices e.g. iPads, mobile phones, and laptops. If you would like more information about this, you can read the Responsible Use of Information and Technology Policy or speak to Mr Lundie.

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 as well as for teaching purposes. We use photographs of you for your school and bus badges, and in our school systems for school trips for your safety.

We publish our public exam results, sports fixtures and other news on the website and social media and put articles and photographs in the local news to tell people about what we have been doing.

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 will keep details of your address when you leave so we can send you news and find out how you are getting on. We may also pass your details onto the alumni organisation.

What do we do with your personal information?

The Privacy 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?

You have rights, called Information Rights, relating to information we hold about you, that you can exercise and which we respect. Specifically, you have the rights to:

- Be informed about how we use your personal information. You can ask us, if you would like some use of your personal information explained.
- Access your data: You can request to see the personal data we hold about you.
- Update incorrect information. If you would like to update information about you, please speak to your tutor.
- Erase your information: In certain circumstances, you can ask personal data about you to be deleted.
- Control your information: You can ask that we stop using some information about you or restrict our use of your information, in certain circumstances.
- Move your information: You can ask for information about you to be moved or reused for different services, this is known as data portability.

- Object to use of your information: You can object to how your information is used in certain circumstances.

If you would prefer that we keep certain information about you confidential then please speak to your tutor or the Head of Digital Education.

Further information and guidance

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

If you have any questions, you can ask your tutor, the Head of Digital Education, or the Privacy Officer about how it works in our School. You are welcome to contact the Privacy Officer, Mr Lundie on privacy@forest.org.uk, call 02085094652, or visit upstairs in the Pavilion. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

Authorised by:

Mr D R Lundie

Privacy Officer

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