

Pupil Privacy Notice for Parents

How We Use Your Child's Information Pupil Privacy Notice for Parents

Forest School

September 2023

Introduction

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

We are giving you this notice because you can exercise your child's data protection rights on their behalf **until he/she enters Year 8, at which time the school deems your child able to** exercise his/her own data protection rights. However, in individual instances, younger pupils will be allowed to exercise their own rights once this has been assessed by the Privacy Officer and other relevant staff members, for example, the Designated Safeguarding Lead.

If you have any questions about this notice, please talk to the Privacy Officer.

What is "personal information"?

Personal information is information that the School collects about your child. This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your child's religion or ethnic group.

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

How and why does the School collect personal information?

The admissions forms which you complete give us lots of personal information. Your child's old school also gives us information about them. We get information from your child, his / her teachers and other pupils.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

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 appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe for your child 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 child's information to the government. For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.

- Depending on where your child will go when they leave us we may need to provide their information to other schools, colleges and universities or potential employers. For example, we may share information about your child's exam results and provide references.
- If your child takes public examinations we will need to share information about them 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 child's 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 child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.

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

We will monitor your child's use of email, other messaging systems, 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 for Pupils or speak to your child's tutor or the Privacy Officer.

We may use photographs or videos of your child 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 may use photographs of your child for school and bus badges, and in our school systems for school trips for his/her safety.

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

We may keep information about your child 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 child's address when you leave so we can send them the news and find out how they are getting on. We may also pass their details onto the alumni organisation.

What do we do with your child's 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 child's 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 child's information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your child's information?

Your child has rights, called Information Rights, relating to information we hold about them, that you can exercise on their behalf and which we respect. Specifically, you have the right to:

- Be informed about how we use your child's personal information. You can ask us, if you would like some use of your child's personal information explained.

- Access your child's data: You can request to see the personal data we hold about your child.
 - Update incorrect information: If you would like us to change or update the information we hold about your child, please speak to the Head of the Preparatory School or the Head of the Lower School. You can also ask what information we hold about your child.
 - Erase your child's information: In certain circumstances, you can ask that personal information about your child be deleted.
 - Control your child's information: You can ask that we stop using some information about your child or restrict our use of your child's information, in certain circumstances.
 - Move your child's information: You can ask for information about your child to be moved or reused for different services, this is known as data portability.
 - Object to use of your child's information: You can object to how your child's information is used in certain circumstances.
- If you would prefer that we keep certain information about your child confidential then please speak to the Head of the Preparatory School or the Head of the Lower School.

Further information and guidance

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

If you have any questions, you can ask the Privacy Officer about how it works in our School.

You are welcome to contact the Privacy Officer, Mr Lundie by email to privacy@forest.org.uk, or by calling 020 850 9174.

Authorised by:

Mr D R Lundie

Privacy Officer