



How we use your information

Privacy Notice for Pupils Year 7 and above

Introduction

Saint Nicolas School (“the School”) is a data controller for the purposes of data protection legislation. This means that it is in charge of personal data it holds about you.

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

If you have any questions about this notice please contact the Bursar and Data Protection Lead at office@saintnicholasschool.net.

The postal address of the School is:

Saint Nicolas School
Hillingdon House
Old Harlow
Essex
CM17 0NJ

What is "personal information"?

Personal information is information that we hold about you and which identifies you. This includes information such as your name, date of birth and address as well as things like exam results, any medical details and your unique pupil number. We may also record your religion or ethnic group. Photos and video recordings of you are also personal information.

How and why do we collect and use personal information?

Our main reason for using your personal information is to provide you with an education. Below you will see examples of the different ways in which we use it and where it comes from.

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

- Where needed, we sometimes we get information from your doctors and other professionals so we can 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 the appropriate teachers if you are allergic to something or have a health issue.
- We might need to tell your teachers if you have learning needs or need extra help with some tasks.
- We may need to share information about your health and wellbeing with the Medical Centre, School doctor or counsellor.
- We record your attendance and if you have time away from the School we record the reason(s) why.
- We may need to give some of your information to the Government (e.g. the Department for Education). Another example could be that 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.
- We are legally required to provide the Department for Education with certain information about you and your classmates.
- We may need information about any legal matter which relates to you. This is so we can safeguard your welfare and wellbeing and the other pupils at the School.
- If you are from another country we have to make sure 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 go when you leave us, we may need to provide your information to other schools, Schools and universities or potential employers e.g. 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. For example, if you require extra time in your exams.
- We are sometimes inspected to make sure that we are doing everything that we should to be a good school. We may have to share your information with the inspectors to help them to carry out their job.
- If someone makes a complaint about how the School has behaved we may need to use your information to deal with this appropriately. For example, if your parents complain that we have not looked after you properly.
- 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.

- Occasionally we may use consultants, experts and other advisors to assist us in fulfilling our obligations and to help us run the School properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by them.
- We may share some information with our insurance company to make sure 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. 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. This monitoring is sometimes carried out using computer software. In certain circumstances we may look at the content of your communications (e.g. emails and text messages). We monitor and look at your use of technology to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. More information about this is in the Acceptable Use of IT Policy.
- We may use photographs or videos of you for the School's website and social media sites or prospectus and other marketing materials to show prospective pupils what we do here and to promote the School. We may continue to use these photographs and videos after you have left.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public examination 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. If you have concerns about us using photographs or videos of you please speak to the Bursar.
- We may keep details of your address when you leave so we can send you Alumni News and find out how you are getting on. We may also pass your details onto our alumni organisation. Further information on the Alumni can be found on the School website.
- We sometimes use contractors to handle personal information on our behalf e.g.
 - IT consultants who might access information about you when checking the security of our IT network; and
 - We do use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

The majority of your personal data collected by us will mostly remain within the School and in all cases it will be handled only by people who need to know the information. Again, if you have any concerns about any of the above, please contact the Bursar.

Our legal grounds for using your information

This section contains legal and technical information about the legal grounds we are relying on when handling your information as described above.

Our legitimate interests

This means that the School is using your information when this is necessary for our legitimate interests except when this would be unfair to you. We rely on this ground for many of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing you with an education.
- Looking after you and your classmates.
- Providing references for you;
- Telling people about the School and what we do e.g. we may use photographs of you in our prospectus, on our website or in our social media.
- Monitoring the proper use of School IT and communications systems;
- Improving the School e.g. if we want to raise money to build new buildings or to make sure that we are providing you and your classmates with a good schooling experience.

In addition your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow pupils.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the Bursar.

Our legal obligation

We might need to use your information in order to comply with a legal obligation e.g. to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Your vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

The public interest

The following are examples of when we use your information to perform tasks in the public interest:

- providing you with an education;
- safeguarding and promoting your welfare and the welfare of other children;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

If you object to us using your information when we are relying on this ground please ask your tutor to arrange a meeting with the Bursar.

We must also comply with an additional condition where we process **special categories of personal information**. These special categories include personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

We believe there is a substantial public interest

We are allowed to use special categories of personal information where we believe it is needed and there is a substantial public interest. This is similar to "public interest" in the table above e.g. we may use special categories of information about you to provide you with an education, to look after you and your classmates or when the School is inspected.

Our responsibilities with employment and social protection law

There may be times when the School needs to use your information because we are an employer (e.g. we employ your teachers). Also, the School may use your information to comply with social protection law e.g. to look after you.

Your vital interests:

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims:

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services and providing Learning Support.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use we have made of your information before you withdraw your consent will still remain valid.

There are some limited circumstances where your request to withdraw consent can't always be accepted. For example where we have to comply with legal obligations to keep certain data to give to official authorities e.g. Department for Education, County Council. Please speak to the Bursar if you would like to withdraw any consent that you have given.

In some cases we will rely on more than one of the grounds above for a particular use of your information. For example, we may rely on legitimate interests and public interest grounds when using your information to look after you and your classmates.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may communicate with you by email when you are overseas (for example, when you are on holiday).

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can 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.

The table below shows for how long we keep different types of information about you.

Type of information	Normal retention period or the criteria used to determine the retention period
Accidental and medical treatment records	Date of birth plus 25 years .
Attendance records	6 years from last entry and then 25 years from date of birth.
Exam results	7 years from student leaving.

Student files e.g. reports, performance	25 years from date of birth.
Safeguarding issues	If a referral has been made/social care has been involved or you have been subject of a multi-agency plan - indefinitely. If low level concerns, with no multi-agency action this may be 25 years from date of birth OR indefinitely.
Educational Learning Needs records	Date of birth plus up to 35 years.
UK Visa records	25 years from date of birth.
Complaints with the School	25 years and then reviewed.

What decisions can you make about your information?

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

The Bursar can give you more information about your data protection rights.

Further information and guidance

This notice is to explain how we look after your personal information. Please ask to speak to the Bursar if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk.

Hillingdon House
Hobbs Cross Road
Old Harlow CM17 0NJ

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