



## **STUDENT PRIVACY NOTICE**

Drafted By: Business Manager

Reviewed by: Data Manager

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To be reviewed in conjunction with the Data Protection Policy review

# STUDENT PRIVACY NOTICE

## Introduction

This notice is in addition to the School Privacy Notice, which can be found on the school website. It 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.

This notice is directed at pupils in Year 9 and above as we consider that you have the level of maturity to understand the issues related to the collection and retention of personal data, although this will depend on both the child and the personal data requested, including any relevant circumstances at home.

If you have any questions about this notice please contact your tutor in the first instance, who may refer you to the Data Manager or the Business Manager.

## Key Information

This Notice contains the key information about how and why we collect your personal information and what we do with that information. More detailed information is contained in the School Privacy Notice, which can be found on the school website.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at School and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms provide us with personal information. We get information from you, your parents, your teachers and other students. 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 may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or let them know if we have any concerns about your welfare.
- We will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We will share your half termly progress reports and/or school reports to other educational establishments that you may attend when you leave Sibford School.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective students what we do here and to advertise the School. 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 a drama lesson.

- 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 will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We will keep details of your address when you leave. The school and/or The Sibford Old Scholars' Association (SOSA) may use this information to contact you to keep in touch. Further information on SOSA can be found on our website.

### **Pupil decisions on personal data**

You as individuals have the right to know about your own personal data held by the school, and in some cases you can ask for it to be erased or amended, transferred to others, or for the school to stop processing it. For example, you may ask for a photograph of you to be deleted from the school website; and you may ask to be removed from the school mailing list when you leave school. You cannot prevent the school sharing data which it is legally required to do so, for example with the Department for Education, or to see information about you which has legal restrictions on it.