



# GSAL Privacy Notice for pupils

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## What's this about?

In 2018 a new law was created that tells the school and other people how to keep your information safe – things like your address, date of birth and phone number. The school collects and uses information for all kinds of reasons. The purpose of this document is to tell you what information we collect about you, why we collect it, who we might share it with and the rights you have over your own information. Your parents have access to a much longer version of this notice explaining the law in more detail.

## Who looks after your information?

The school is in charge of the personal information you give us. We look at how and why your information is collected and used.

Sometimes the school has to give your personal information to other people, such as the local authority or an IT provider, but we will only give your information when it is in your best interest or when the law says that we have to. When your data is given to someone else, they must look after it and keep it safe.

## Why do we collect your information?

The school needs to know certain information about you so we can provide your education and make sure you are well looked after. We will only collect your information when we need it.

## How do we collect your information?

The information we collect can come from you directly or from your parents or can be collected in the course of teaching you. We also keep records of events and discussions which happen in school and of information that other people pass on, such as from someone who supports your individual needs.

## What information do we have about you?

The categories of information that the school collects, holds and shares includes the following:

### Your personal information

This is things like your name and date of birth

### Your contact information

This is things like your address and phone number

### Your characteristics

This means information about you, like where you are from and what languages you speak

### Your attendance information

We will record how many times you missed school and why you couldn't come to school

### Your assessment information

We collect your test results when you sit a test or exam

### **Your behavioural information**

We record incidents that have happened during school time

### **Some of your medical information**

We keep information about any times you have been ill and any medical conditions you have that we need to know about to keep you safe

### **Your individual needs**

We collect information that helps us teach you better, such as any special educational needs you may have

### **Your safeguarding and welfare information**

We keep records which keep you safe

### **Photographs**

We use photos and videos of you inside our community for purposes such as recording the school's activities and classroom displays. We do not usually ask for permission when we do this.

We ask your parents to give permission (consent) for the school to use your information, including photos and videos, in public places such as the school's website and social media.

You always have the right, whatever your age, to object if you do not want your photo to be used.

## **How do we use your information?**

These are some examples of how we use your information:

- To make assessments and know who you are before you become a pupil
- To provide your education, including organising trips and providing extra activities
- To support you with any individual needs or language needs
- To monitor your progress and to allow you to take your exams
- To monitor your attendance at school
- To give references when you move between schools
- To get in touch with you when we need to
- To help when you are unwell or in an accident
- To monitor your use of the school's IT systems
- To keep you safe inside and outside of school
- To assess the quality of our education to you

## **How does the school keep your information safe?**

Only people who need to know your details can access them. Mostly this will be school staff who teach or look after you. Sometimes we need to share information with others, for example an activity provider, and we do this in a secure and controlled way.

## **Will we share your information with anyone else?**

### **Legal obligations**

The school has a duty by law to keep you safe (safeguarding). This means that sometimes we have to share data about you, even if you ask us not to. This is done under strict rules, but we may sometimes need to share information with your parents or with someone else outside the school, if we need to keep you safe.

### **Your parents**

Your personal information belongs to you. However, during your time at the school your parents usually look after your information for you.

Your parents will expect to know about your academic progress and your behaviour in school so we usually share this information. You can always tell us if there is something you do not want us to share and we will talk to you about this. If you want to talk about this please speak to your Head of Year or Mrs Stansfield.

### **Other organisations**

We won't share your information with anyone else without your permission unless there is a legitimate interest or legal obligation to do so. We may share information with:

- Your local authority
- The Department for Education
- Our regulator – The Independent Schools Inspectorate
- Suppliers and service providers, for example:
  - SIMS (our pupil and parent database)
  - MyGSAL portal
  - sQuid
  - Parents evening booking system
  - SOCS and external club providers such as scouts and CCF
  - Travel companies when you go on a trip
  - Online teaching resources and textbooks such as Kerboodle
  - School photographer
- Exam boards
- Health and social welfare organisations
- Professional advisors and consultants
- Your next school if you leave

### **Do you have to give us your information?**

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

### **How long will we keep your information?**

We will only keep your information for as long as it is needed to help us do the things we need it for. We have a policy which tells us when to keep it and when to bin it.

### **What are your rights?**

You and your parents have the right to:

- Be told how we use your information
- Ask to see the information we hold
- Ask us to change information you think is wrong
- Ask us to remove information when it's not needed anymore
- Ask us to only use your information in certain ways
- Tell us you don't want your information to be used

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you are worried about how we collect and use your information, you can speak to Miss Lawson at the school, who will be able to help you and answer any questions that you have. If you want to speak to

somebody outside school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their [live chat](#).

**Reviewed December 2021**