

## How we use your information - Privacy Notice for Pupils

### Introduction

This notice is to tell you how we use the personal information or personal data we collect from you and what we do with that information.

### Who we are

You already know that your school is called Felsted School but we have to tell you that the School is the organisation which is in charge of your personal information. This means the school is called the Data Controller.

The postal address of the School is:

Felsted School  
Felsted  
Essex  
CM6 3LL

If you want to contact us about your personal information you can contact our Data Protection Lead who is:

Rachel Earle  
Compliance Manager  
Felsted School  
Felsted  
Essex  
CM6 3LL  
Email: [compliance@felsted.org](mailto:compliance@felsted.org)

You can speak to her in school, contact by email or leave a letter at reception.

### What information we collect and hold

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address);
- characteristics (such as ethnicity, language, and country of birth);
- safeguarding information (including court orders and professional involvement);
- special educational needs (including the needs and ranking);
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements and medical treatment records) held and accessed by the Medical Centre/Staff and by any teaching and pastoral or resident staff that need to be aware;

- admissions and attendance (such as sessions attended, number of absences, absence reasons, any previous schools attended and where you go when you leave us);
- assessment and attainment (including academic records and examination scripts and marks);
- behavioural information (such as exclusions and any relevant alternative provision put in place);
- images of you engaging in school activities (including for the purpose of your education and/or sport performance);
- images captured by the School's CCTV system that are used for the purposes of safeguarding and promoting the welfare of pupils, staff and visitors and for the protection of property, in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on [taking, storing and using images of children](#);
- information required for authentication as part of the School's security (including the fob operated access system);
- information viewed and accessed as part of the School's online safety obligations, including monitoring and filtering of school accounts, devices and School Managed Chromebooks and any video recording of live lessons (if necessary for safeguarding purposes), in accordance with the School's [Online Safety and ICT Acceptable Use Policy](#) and Online Learning Policy and Procedures;
- information required for pupils attending school organised trips.

### **Why we collect and use this information**

We collect and use your information so that we can provide you with your education and to enable us to care for you, including:

- as part of the admissions process to admit you to the School;
- to deliver and support your education and learning, including musical education, physical training, spiritual development, career services, extra-curricular activities and to support any additional educational needs;
- to monitor and report on your progress;
- to provide appropriate pastoral care for you, to safeguard your welfare and to keep you safe;
- to assess the quality of our services;
- to enable all our pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School;
- to make use of photo and video images in School publications, on the School website and (where appropriate) on the School's social media channels;
- to monitor use of our IT and communications systems in accordance with our policies;
- for your safety and security purposes, including CCTV;
- to comply with the statutory duties placed upon us.

### **The lawful basis on which we use this information**

The use of your information for these purposes is lawful for the following reasons:

- We have a legitimate interest in holding and using your information because it is necessary in order to provide you with education and pastoral care and connected purposes.

- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead.

### **Collecting your information**

For the majority of your information we ask for this directly from you and your parents. We ask for this information when you join the School and for you or your parents to let us know of any changes while you are with us. We may also ask for additional information during your time here, for example in email communication, written assessments or trip permission.

We may also receive information about you from your previous school, local authority and/or the Department for Education (DfE).

### **Storing your data**

As a School we have lawful and necessary reasons to hold on to some information and we are required to keep certain records until you reach age 25, or beyond in some circumstances. After this time a record of you being at the School is then stored within the School Archives. Our Alumni and Development Office will also keep in touch with you once you have left the School.

The School [Record Keeping Policy](#) provides lots of information on the records we store and how long for.

We take appropriate technical and organisational steps to ensure the security of personal data, including the use of technology and devices and access to school systems. We store most of our data on the school site servers or on servers and cloud storage based in the UK or within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area (EAA) but we will only allow this if your data is adequately protected.

We may also need to transfer data for the purposes of school trips, if parents live overseas or if a pupil moves to a new school abroad. If this happens we will carry out checks and put security measures in place to make sure that it is safe to transfer the information. If we cannot be sure that it is safe then we will talk to parents and / or pupils to make sure that you are happy for us to send the information.

### **Who we may need to share your information with**

For the most part, your personal information collected by the School will remain within the School, and will be accessed on a 'need to know' basis.

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties processing personal data on our behalf, that your personal information will be kept securely and only in accordance with our instructions.

We may need to share your information with:

- schools that you move to if you leave Felsted and/or higher education institutions you apply to;
- our local authority or the local authority you live in;
- the Department for Education (DfE);
- UK Visas and Immigration;
- other bodies for the purpose of your education, for example competitions, co-curricular activities (including trips), Exam boards and disclosures connected with SEN support.

We may also need to share information with law enforcement agencies who are discharging their statutory law enforcement functions. As part of our cyber security monitoring we share the Metadata of all traffic deemed to be suspicious with the Police for law enforcement purposes. The Data Controller with whom your data is shared is Essex Police.

Information disclosed to some people/services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of any sensitive personal data is lawful for the following reasons:

- The School is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We may ask you for consent once we think that you can understand what we are asking, normally, we involve your parents too. By law we won't need their consent if you can give it but we expect your parents would like to be involved.

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you.

To make a request for your personal information you will need to request this in writing to:

Compliance Manager  
Felsted School  
Felsted  
Essex  
CM6 3LL  
Email: [compliance@felsted.org](mailto:compliance@felsted.org)

## **Your rights**

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our [Data Protection Policy](#).

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or the address below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745.

## **Contact**

If you would like to discuss anything in this Privacy Notice, please contact:

Compliance Manager  
Felsted School  
Felsted  
Essex  
CM6 3LL  
Email: [compliance@felsted.org](mailto:compliance@felsted.org)