

Privacy Notice Summary For Pupils

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

We are giving you this notice because you are mature enough to make decisions about your personal information. We also have a more detailed Privacy Notice for Parent and Pupils on the School's website.

We collect and use your personal information in line with the UK GDPR and Data Protection Act 2018.

If you have any questions about this privacy notice please talk to either your Parents, Housemistress or Head of Section.

What is "personal information"?

Personal information is information that the School holds about you and which identifies you. It is sometimes referred to as personal data.

This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your religion. Closed Circuit Television (CCTV) security surveillance cameras, photos, video and voice recordings of you are also personal information.

The information the School holds will be the minimum we require to enable you to thrive and be safe in your time here.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide you with an education and to keep you safe.

- We get personal information from you, your parents and your teachers. Your old school also gives us information about you so that we can teach and care for you. Much of your personal information is gathered via our Admissions forms.
- Sometimes we get information from your doctors and other professionals, such as educational specialists where we need this to look after you.
- We also gather information from surveillance for purposes to help protect you and the whole School community. Where this is undertaken, we ensure you are clear how and why we are collecting the information.

We collect the following 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 teachers, house staff, health centre staff and sometimes catering staff if you are allergic to something or have a **health issue**;
- We might need to tell your teachers or house staff if you have **special educational needs** or need extra help with some tasks;
- We may need to share information about your **health and wellbeing** with the School doctor, School counsellor or with external agencies under our legal duty of care;

- We may have information about the fact that you receive a **bursary or scholarship award**;
- We record your **attendance** and if you have time away from the School we record the reason(s) why;
- We may need to report some of your **information to the government** (e.g. the Department for Education) or the local authority. For example, we may need to tell the local authority that you attend the School, let them know if we have any concerns about your welfare or if you leave for another school;
- We are legally required to provide the Department for Education with certain information about you and your classmates. Some of this information will be stored on the **National Pupil Database**;
- We may need information about any **court orders** which relate to you. This is so that we can safeguard your welfare and wellbeing;
- If you are from another country we have to make sure that 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 will go **when you leave** us we may need to provide your information to other schools, colleges and universities or potential employers. For example, 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 will provide your information to the **local authority** so that they can provide advice. We may also share your information with the provider of support services;
- The School is 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 School;
- Occasionally we may use **consultants, experts and other advisors** to assist the School in fulfilling its obligations and to help 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 the police;
- 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 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, including linked to education resources, such as Morrisby Testing. We will keep a record of our decisions to share. In exceptional circumstances we may need to share it more widely than we would normally;
- We may use **photographs or videos** of you for the School's website and social media sites or prospectus/other publications to show prospective pupils 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 or sporting activity. If you have concerns about us using photographs or videos of you please speak to your Housemistress;

- We publish our public exam results, sports fixtures and other news on the website, e-bulletins, social media accounts and put articles and photographs in the local news to tell people about what we have been doing and to **celebrate your achievements**;
- We may keep details of your address when you leave so we can **send you the Seniors' magazine** and find out how you are getting on. We may also hold your details on our Seniors database. Further information on the Seniors will be provided before you leave the School;
- We sometimes use **contractors to handle personal information on our behalf**. The following are examples:
 - Sports Coaches – might access your information to support their coaching of you;
 - IT consultants who might access information about you when checking the security of our IT network; and
 - We use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.
- We use **CCTV** surveillance 24 hours a day to make sure the School site is safe. CCTV is not used in private areas such as changing rooms. Camera recordings might be used to check when a pupil is missing or in the investigation of damage to School property;
- We will **monitor your use of email, the internet and electronic devices**. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. We use software called Smoothwall and Classroom.Cloud as part of the 24 hours a day monitoring. If you would like more information about this you can read the Responsible Use of Digital Devices policy or speak to your Housemistress or Head of Section;
- We restrict **access to many of our buildings** to only those that need to use a building. Permission for **access is controlled** through the use of door control mechanism. The system is not used to track you, however we will access the information if we believe you are in danger.
- We monitor your attendance at meals. By recording this information we are able to determine who may not have attended meals. This enables the School to **protect the welfare of others**.

It is not normally necessary for data to be shared with other countries. The exception to this will be international trips that the school organises or overseas university applications, should this be envisaged for you, you or your parents will be contacted for consent, the consent will be limited in time and content if it is required.

If you have any concerns about any of the above, please speak to your Housemistress, Head of Section or the Director of Safeguarding and Pupils Welfare.

Our legal grounds for using your information

Your personal information will be processed for the purposes of allowing you to make the most of your time at Wycombe Abbey. We will therefore have what is called a **legitimate interest** for processing your information, except when this would be unfair to you. The School relies on this legitimate interest 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;
- Telling people about the School and what we do here e.g. we may use photographs of you in our prospectus, on our website or in our social media.

The School might need to use your information in order to comply with a **legal obligation**, for example, 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, Council (Wycombe Abbey's Governing Body), the local authority or the police where legally obliged to do so.

The School must also comply with an additional condition where it processes **special categories of personal information**. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, health information, and information about sex life or orientation.

Asking you for permission to use your information

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 of your information before you withdraw your consent remains valid. Please speak to your Housemistress if you would like to withdraw any consent that you have given.

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 until you reach the age of 25. In exceptional circumstances we may keep your information for longer or indefinitely.

We can keep information about you for a very long time or even indefinitely if we need this for safeguarding, historical, research or statistical purposes. For example, if we consider some historical information might be useful if someone wanted to write a book about the School.

What decisions can you make about your information?

You will be able to make various decisions about your information. 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.

Your Housemistress or Head of Section 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. Your Housemistress can answer any questions which you might have.

Please speak to your Housemistress if:

- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

The Bursar is in charge of the School's data protection compliance. You can ask your Housemistress to speak to the Head of Compliance or speak to the Head of Compliance yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If you still consider that we have not acted properly when using your personal information you should speak to your Parents who may refer to the Schools' Complaints Procedure, available of the Schools' website. You can also contact the Information Commissioner's Office: ico.org.uk to lodge a complaint, though the ICO does recommend that the matter is first taken to the School to resolve.

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