

Privacy notice for younger pupils - key information

Version control

Owner	Data Protection Lead
Last updated	July 2026
Next review	July 2027
Circulation	Website

This notice contains the key information about **how** and **why** we collect your child's personal data and **what** we do with that information.

In summary, personal data is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at School and any information that we need to take care of your child. Photographs and images (Including video recordings) of your child also count as their personal data.

We encourage you to read the full version of our pupil privacy notice which is published on the School's website. You can also obtain a copy of the full privacy notice by contacting the School on 01483 237666, at Cranleigh School, Horseshoe Lane, Cranleigh, Surrey GU6 8QQ or by speaking to your child's form tutor.

The full version includes additional points, such as:

- further information on the purposes for which we use your child's personal data;
- our lawful bases for using and retaining your child's personal data.

The School uses your personal data in order to:

- Teach your child and our other pupils;
- Look after your child and others such as other pupils;
- Monitor the behaviour of your child and others and to take action where appropriate;
- Enable the School to comply with its legal obligations, to assist the School regarding the management and operation of the School and to advance and protect the School's interests, objects and reputation; and
- Fundraise, market and promote the School. For example, by using photographs of our pupils in the School prospectus, on the School's website or in social media.

We set out below examples of the different ways in which we use your child's personal data and where that personal data comes from:

- Admissions forms give us lots of personal data. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you.
- Sometimes we get personal data from people outside of the school, for example, your doctor, where we need this data to look after you.
- We may need to report some of your personal data 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 concerns about you.
- We tell your parents or education guardian about how well you are doing at School. We will also tell them about your behavior where we think this is the right thing to do.
- We may use photos or images (including video recordings) of your child to show prospective pupils what we do here and to advertise the School. These photos and videos may be put on the School's website, on our social media or in our prospectus. We may continue to use these photos and videos after your child has left the School. Sometimes we use photos and videos for teaching purposes, for example, recording 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 use CCTV to make sure the School site is safe and sometimes to investigate incidents (e.g. where pupils have been misbehaving or someone has been hurt). CCTV is not used in private areas such as changing rooms, toilets or boarding houses. For more information about our use of CCTV please see the Security, CCTV and Pupil Safety Policy which is available on the School's website.
- We will monitor, and filter where appropriate, your use of email, the internet and web browsing on your school mobile electronic devices, e.g. school iPads, when you are both on and off the school campus. This means our protective measures do not end when a school term does, our remote monitoring of school devices extends during school holidays ensuring a safe online environment away from School.
- We also monitor and look at your use of technology on your personal mobile device(s) while connected to the School WiFi. The purpose of this is to safeguard you from inappropriate or harmful content, protect the School's network and to encourage responsible use of technology
- 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 child's address when they leave so we can keep them updated about what is happening at the School, to tell them about events and activities and find out how they are getting on.
- We may also pass your details onto the alumni organisation which is called the Old Cranleigh Society. Further information on the alumni association can be found here <https://www.ocsociety.org/>

You can exercise the following rights regarding your child's personal data:

- correction of personal data held;
- access to personal data held;
- deletion of personal data in certain circumstances;
- portability - the transfer of personal data to you or a third party;
- restriction of use of personal data; and
- the right to object to the use of personal data in certain circumstances.

These rights are explained in more detail in the full privacy notice for younger pupils, and your child's form tutor can give you more information.

The full version includes additional points, such as:

- more information on why we use your child's personal data;
- for how long the School keeps your child's personal data; and
- our lawful bases for using your child's personal data.

The Director of Operations is the person responsible at our school for managing how we look after personal data. He can be contacted by email pad@cranleigh.org or by telephone on 01483 273666.

If you are worried about how we have used your personal data, you can complain to the

School. You can speak to your form tutor, ask your parents to help, or contact the Data Protection Lead at dataprotectionlead@cranleigh.org. You can also complain to the Information Commissioner's Office, which is the UK organisation that checks data protection rules are followed.