

# **Privacy notice for older pupils - key information**

## **Version control**

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| <b>Owner</b>        | Data Protection Lead |
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This notice contains the key information about **how** and **why** we collect your personal data and **what** we do with it.

In summary, personal data is information about 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 data.

Please 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 asking your parents to contact the School or by speaking to your form tutor.

The full version includes additional points, such as:

- Further information on the purposes for which we use your personal data; and
- Our lawful bases for using and retaining your personal data.

The School uses your personal data in order to:

- Teach you and other pupils;
- Make sure that you and others are behaving properly;
- Look after you and other people such as other pupils;
- Make sure that we comply with the law, to protect and take care of the School; and
- Advertise the School and tell people about the School and what we do here for example, we may use photos of you in our prospectus, on our website or on social media.

Here are some examples of the different ways in which we use your 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 videos of you to show what the School is like 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 you have 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 may keep you updated about what is happening at the School after you have left, including telling you about events and activities and to find out how you 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 have rights regarding your personal data; you can ask us to:

- Correct your personal data if you think there is a mistake or if something is missing, for example, if we have the wrong address for you
- Give you a copy of your personal data
- Delete your personal data
- Share your personal data with someone else
- Limit how we use your personal data; for example, whilst we check whether there is a mistake in your personal data)
- Object to how we use your personal data.

These rights don't apply in all cases. You can find more detail in the full privacy notice, see "Further information" below, and your form tutor can give you more information.

### **Further information**

We have a longer document that goes into more detail about how we use your personal data on the School's website. It can be found on the website. You can also get a copy by asking your parents to contact the School or by speaking to your form tutor.

If you have any questions about how we use your personal data, or if there is anything that you are worried about, please speak to your form tutor. Alternatively, speak to your parents who will talk to us on your behalf.

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](mailto: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](mailto: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.