



Hazelwood School

Introduction

This notice is to help you understand **how** and **why** we collect personal information about you 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.

If you have any questions about this Notice please talk to your form tutor.

What is personal information?

Personal information is information that the School holds about you and which identifies you.

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 or ethnic group. CCTV, photos and video recordings of you are also personal information.

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.

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your old School also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this 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 appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We may need to share information about your health and wellbeing with the School matron or counsellor.
- We may use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government (e.g. the Department for Education). For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the School.
- Depending on where you will go when you leave us we may need to provide your information to other Schools or Colleges. 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. Common Entrance) we will need to share information about you with examination boards. For example, if you require extra time in your exams.
- 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 or if there is a burglary.

- 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 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. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. If you would like more information about this you can read the Acceptable Use of IT Policy.
- We may use photographs or videos of you for the School's website, magazine, social media sites, prospectus and in the local newspapers to show prospective pupils what we do here and to advertise the School. These photographs and videos may be published alongside information about you such as your name, hobbies and achievements. 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. We also have a photograph of you on your School record to help teachers who do not teach you directly to get to know you.
- If you have concerns about us using photographs or videos of you please speak to your form tutor.
- We may use examples of your schoolwork to let people know what kind of activities and lessons we do at the School.
- 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 may keep details of your address when you leave so we can send you our annual magazine Lupercus and find out how you are getting on. In the future, we may plan to create an alumni association (called The Old Hazelwoodians for example). We may also pass your details onto the team running this part of the School's operation so they can invite you to play an active part in this aspect of School life.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
 - 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.

If you have any concerns about any of the above, please speak to your form tutor.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the School is using your information when this is necessary for the School's legitimate interests except when this would be unfair to you. The School relies on this ground 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.
- improving the School e.g. if we want to raise money to upgrade our facilities, provide new resources or to make sure that we are providing you and your classmates with a good schooling experience.

In addition your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow pupils.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to your form tutor.

Legal obligation

This exists where the School needs to use your information in order to comply with its 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, the local authority or the Police where legally obliged to do so.

Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Public interest

The School is required to use your information if it is in the public interest to do so. For example, to provide you with an education, to look after you and your classmates or when the School is inspected.

Special categories or personal data

The School must also comply with an additional condition where it processes 'special categories' of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" as noted above. For example the School may use special categories of information about you to provide you with an education, to look after you and your classmates or when the School is inspected.

Employment and social protection law

There may be times when the School needs to use your information because we are an employer (e.g. we employ your teachers). Also the School may use your information to comply with social protection law (e.g. to look after you) and social security laws (e.g. to provide you with free School lunches if you are entitled to these).

Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

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 form teacher if you would like to withdraw any consent that you have given.

In some cases, we will rely on more than one of the grounds above for a particular use of your information. For example, we may rely on legitimate interests and public interest grounds when using your information to look after you and your classmates.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- store your information on cloud computer storage based overseas.
- communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm.

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this Privacy Notice. If you have any questions about the safeguards that are in place please contact the Bursar.

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, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

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

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. 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;
- 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.

Further information and guidance

This Notice is to explain how we look after your personal information. The Bursar can answer any questions which you might have.

Please speak to the Bursar if:

- you object to us using your information for marketing purposes e.g. to send you information about School events. We will stop using your information for marketing purposes if you tell us not to; or
- 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. If you have any questions about any aspect of the School's approach, please contact him on bursar@hazelwoodschool.com. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office at www.ico.org.uk.