



Hazelwood School



Hazelwood School

Nursery and Early Years

How we use your information

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

Personal information 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 videos of your child also count as their personal information.

We encourage you to read the full version of our Pupil Privacy Notice which is published on the Admissions section of the School's website. You can also obtain a copy of the full Privacy Notice by contacting the School on schoolsec@hazelwoodschool.com.

The full version includes additional points, such as:

- the rights your child has with regard to information including what decisions you can make about it;
- for how long the School retains your child's personal information; and
- our legal grounds for using your child's personal information.

The School's primary reason for using your personal information is to provide educational services to your child.

Set out below are examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information about your child. We get information from you, your child's teachers and other pupils. Your child's old School also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to report some of your child's information to the government (e.g. the Department for Education). For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record 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 may keep details of your child's address when they leave so we can send a copy of Lupercus magazine 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.

The Bursar is the person responsible for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use your child's personal information.

Where, in this document, the word School is used, this is understood to include the Nursery and Early Years Foundation Stage.