



King Alfred School

Privacy Notice for Students

Introduction

The School is committed to protecting your personal information and to being open and honest about the information we hold about you and what we do with it.

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. The Notice should be read alongside the School's Acceptable Computer Use Policy.

What is "personal information" and what personal information do we have about you?

Personal information is any information that identifies you as an individual. The personal information we hold about you includes:

- Name, address and email address
- Characteristics such as ethnicity, language, nationality, country of birth
- Attendance information such as number of absences and absence reasons)
- Assessment information such as Attitudinal grades and examination/test results
- Medical information such as allergies and regular medication)
- Exclusions / behavioural information
- Special educational needs information
- Post 16 learning information
- Photos and video recordings

Where do we get personal information from?

We get information from you, your parents, your teachers and other pupils. Your previous school - If you have one - also gave us information about you. Sometimes we get information from your doctors and other professionals.

Why does the school collect your personal information and what do we do with it?

The School's primary reason for collecting your personal information is to provide you with an education. We also collect information to ensure that you are safe and cared for.

Below are some examples of why we hold your personal data and what we do with it:

- 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 report some of your information to the government. 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 so that we can safeguard your welfare and wellbeing and the other pupils at the School.
- 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.



- 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.
- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards.
- 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 or education guardian so they can support your schooling.
- We may use photographs or videos of you 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 you have left the School. Your parent/carer will have provided permissions as to where/how the school may use images of you.
- 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 address when you leave so we can find out how you are getting on. We may also pass your details onto the King Alfred School Society so that you can become a member and stay in touch with the School.
- We may send your information to other countries where we store information on computer servers based overseas or we communicate with you when you are overseas (for example, during the summer holidays if you live in a different country). If the country that we are sending your information to is not on the list or, is not a country within the European Union, Liechtenstein, Norway and Iceland then it might not have the same level of protection for personal information as there is the UK.

We will only share your information with other people and organisations when we have a good reason to do so.

If you have any concerns about any of the above, please speak to your Head of Year.

Our legal grounds for using your information

In order to process your personal data, the school must have a legal basis. There are several legal bases that the school has to process information, the most important of which are outlined below.



Legitimate interest

The school relies on legitimate interest for most of the ways in which it uses your information. Specifically, the school has a legitimate interest in:

- Providing you with an education
- Safeguarding and promoting your welfare and the welfare of other children
- Promoting the objects of the school including fundraising, for example to raise money to fund bursaries or new buildings
- Facilitating the efficient operation of the School
- Ensuring that all relevant legal obligations of the School are complied with

Legal obligation

The School may need to use your information in order to comply with a legal obligation, for example to report a concern to Children's services. We may have to disclose your information to the courts, the local authority or the police where legally obliged to do so.

Vital interests

The school may need to disclose information to prevent someone from being seriously harmed or killed.

Consent

We may ask for your consent to use your information in certain ways, for example to take photographs of you during a School trip. 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 Head of Year if you would like to withdraw any consent given.

Medical purposes

We may need data on you to be able to provide you with medical treatment and/or to help you manage a medical condition.

Substantial public interest

The school must comply with additional conditions when 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, biometric information, health information, and information about sex life or orientation.

For how long do we keep your information?

Normally, we will keep information about you for seven years after you leave the School. However, we may keep some information for longer if required to do so under the Data Protection Law.

What rights do you have?

You have rights over the information that we hold about you. You can ask us to:

- Give you a copy of information that we hold about you and explain where it came from and what we do with it
- Correct any personal information we hold about you which is incorrect
- Delete the information that we hold about you, although there may be legal reasons why we cannot delete the information
- Send you, or another organisation, information about you.



Further information and guidance

If you have any questions about your personal data, you can ask your Head of Year or email the Director of Finance and Operations who is the School's Data Compliance Officer on gdpr@kingalfred.org.uk. Alternatively, you can ask your parents to speak to us on your behalf.

A full copy of the **School's Privacy Notice** is available on our website.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

If we have not resolved your concern, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>