

Pupil privacy notice

Who we are

Collegiate School is an independent co-educational day school that educates students from Nursery to Sixth Form. Collegiate School is a charity registered in the UK (no. 1079552) and is registered with the Information Commissioner's Office (no. Z609895X). The address is:

Collegiate School
Stapleton
Bristol
BS16 1BJ

Collegiate School is owned and controlled by the Society of Merchant Venturers.

What this policy is for

This notice is to help you understand how and why we collect personal data about you. It also explains how we use this information and decisions you can make.

Responsibility for Data Protection

Collegiate School has appointed the Data Protection Officer to respond to any questions you might have. They can be contacted via:

Name	Richard Simes
Email	dpo@collegiate.org.uk
Telephone	0117 9655207 x350
Post	The Data Protection Officer Collegiate School Stapleton Bristol BS16 1BJ

How we use your data

In order to provide education, the school may process a wide range of personal data about you as part of its daily operation. The school expects to process data in the following ways:

- To confirm your identity;
- To provide education services (including musical education, physical training, spiritual development, career services, and extra-curricular activities), and monitor your progress and educational needs;
- Keeping in touch with you when you have left the school;
- To produce statistics and analysis (which is required or allowed by law);
- To help relevant authorities to monitor the school's performance and to intervene or assist with incidents if needed;
- To give and receive information and references about you to any educational institution that you have attended or where you plan to attend;
- To provide references to potential employers;
- To enable you to take part in national or other assessments, and to publish the results of public examinations or other achievements of any pupils of the school;
- To ensure you are safe and to provide support if required;
- To monitor your use of the school IT systems (see Acceptable Use Policy);
- To send you information to keep you up to date with what is happening at the School. We will send you information about events and activities taking place (including fundraising events) and the School newsletter.
- To investigate a complaint or grievance made to the School which involves you;
- For security purposes, including CCTV in accordance with the school's CCTV policy;
- For network and information security (e.g. anti-virus); and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

We may make use of photographic images of you in school publications, on the school website and (where appropriate) on the school's social media channels in accordance with the school's policy on taking, storing and using images of children. Sometimes this may be done to show prospective parents and 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.

In addition, the school may need to process 'special category personal data' (health, ethnicity, religion, biometrics or sexual life), including about safeguarding and employment, or from time to time. The school will either do this because it is required to by law, or it has a legal right to process data in this manner. In some circumstances the school may ask for your consent.

These reasons may include:

- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so: for example, for medical advice, social services, insurance purposes or to organisers of school trips;
- To provide educational services in the context of any special educational needs of a pupil;
- To use a biometric identification to check out library books.
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care. **Types of personal data processed by the school**

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- car details (about those who use our car parking facilities);
- biometric information;
- your academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- information about your health, and contact details for their next of kin;
- references given or received by the school about you, and information provided by previous educational establishments and/or other professionals or organisations working with you; and
- images of you (and occasionally other individuals) engaging in school activities, and images captured by the school's CCTV system;

How the school collects data

Generally, the school receives personal data from you and your parents directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However, in some cases personal data may be supplied by third parties (for example another school, or other professionals or authorities); or collected from publicly available resources.

Who we share your data with

Occasionally, the school will need to share personal information relating to its community with relevant authorities (e.g. Examination boards, HMRC, Police, HSE or the Local Authority).

For the most part, personal data collected by the school will remain within the school, and will be processed by appropriate individuals on a 'need to know' basis. The school is particularly protective of medical records and pastoral (or safeguarding) files.

Special Educational Needs information will need to be provided to staff more widely so that we can provide the necessary care and education that you require.

The school is required by law and statutory guidance to record or report certain incidents and concerns. In some cases, they must be reported whether they are proven or not.

Sometimes the school gets other companies to process your data on its behalf. The school has contracts with these companies to make sure your data is safe and only used in the way that the school asked.

We may share your information with debt recovery suppliers if there are unpaid school fees owed to the school. In certain circumstances, we may also need to share information with our legal advisers for the purpose of obtaining legal advice.

If you have unpaid fees while you are at the School we may also share information about this with other schools or educational establishments that you apply to.

Occasionally we may use consultants, experts and other advisors to help the School run properly. We will share your information with them if it is relevant to their work.

Sending information to other countries

There are some occasions where we need to 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 send your details to an educational visit provider in a foreign country you are travelling to on a school trip.

When we need to send your information to countries outside the EEA you will be provided with a separate notice that will detail the safeguards that have been put in place.

This Notice

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Queries or complaints

Any comments or queries on this policy should be directed to the Data Protection Officer using the contact details given above.

If you think that the school has not followed this policy or Data Protection Law you should notify the Data Protection Officer. You may also choose to use the school complaints procedure if you wish to make a complaint.