

How we use your information

Summary privacy notice for pupils

This notice contains the key information about **how** and **why** the school collects your personal information and **what** we do with that information. Your parents have a copy of the full school privacy notice and it is also published on our website www.spgs.org/privacy-notice

Personal information is information that identifies you and relates to you. For example, information that your parents provided to us when you joined the school, your school reports, results of examinations you have taken, references from your previous school, information relating to your university applications and any medical information that we need to know (eg if you have an allergy). Photographs and videos of you also count as your personal information.

If you want to find out more about how we use personal information, you should read the full school privacy notice or you can ask your parents or form tutor who can find out more information for you.

The full privacy notice covers additional points, such as:

- the rights you have including what decisions you can make about your information
- for how long we keep your personal information; and
- our legal grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education and to support you with the other activities that you may take part in throughout your time at the school.

Below are some examples of the different ways in which we use your personal information, where that personal information comes from and who we may need to share it with. We are required to keep your personal information safe and to only share it outside the school when we have a good reason to do so or if we are required to share it by law. We are also careful about how we share your information within the school and only do so on a need to know basis. Some information about you is kept confidential and only a few people have access to it (eg confidential medical information).

- When you join the school, we get information from you, your parents and your previous school. We share some of that information with your teachers and other staff in the school who need it to teach you and to support you.
- Some of your medical information is given to us by your parents when you join the school. It is only shared with those who need to know (eg other staff if you have an allergy they need to be aware of, or your tutor if they need support you). We may also get information from your doctors and other professionals where we need this to support you. If we need to make a referral, we will share information about you with external agencies (eg your GP, the Child and Adolescent Mental Health Service etc).

- We will share your academic and if necessary your pastoral records with your parents.
- We will provide information about you for references that you may need. For example, if you go to another school or for your university.
- When you take public examinations (eg GCSEs) we are required to share information about you with examination boards so that they can process your entry and results. They will keep a record of your results and any other examination services that you request or require. For example, if you require extra time in an exam or if you request a review of marking.
- We will be required to report some of your information to the government (eg 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 any concerns about your welfare.
- We may use photographs or videos of you for the school's website and social media sites. If we use your name we will only use your first name and year group and not your surname, unless we have your specific consent to do so. We may continue to use these photographs and videos after you have left the school. We also use photographs in our publications such as *The Bulletin*, *The Review*, *The Foundation Report* etc. You, or your parents, can tell us at any time by informing your tutor or Head of Year if you do not want your photograph or a video of you to be included. We won't be able to change printed and distributed publications, but in exceptional circumstances we may decide not to further distribute them. Sometimes we may ask you and your parents for consent to use an image or video of you, for example if an organisation other than the school wishes to use an image of you in their publications.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as changing rooms.
- We are required to monitor pupil internet use on the school network to make sure that you are not accessing sites which are not permitted or may be causing you harm. This monitoring is done by using software that triggers if an inappropriate site is accessed. A log is kept and shared with the Director of Pastoral Care, Miss Paillasse. In certain circumstances we will look at your school email but we will only do this if we have a good reason to do so (eg if we think you are at a risk of harm or if we think that you have broken school rules).
- When you leave the School and become an Old Paulina, you can provide your contact details by registering on our alumnae database. We also collect personal data from you when you participate in events and activities or donate to the School. When you are in the Senior school and before you leave, we will give you more information about how we use and manage your personal data after you have left.

Questions or concerns

The Bursar, Mr Hickie, is in charge of the school's data protection compliance. If you have any questions about how we use your personal information, you can ask your form tutor to speak to Mr Hickie or speak to him yourself. Alternatively, you can speak to your parents who will talk to us on your behalf.

Review: B Hickie
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