



## **Introduction**

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This notice is to help Windlesham House School (“the School”) pupils understand how and why the School collects your personal information and what the School does with that information. It also explains the decisions that you can make about your own information.

The School is 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 tutor about it.

## **What is "personal information"?**

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Personal information is information that the School collects about 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 personal information?**

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Admissions forms give the School lots of personal information. Your old school also gives the School information about you. The School gets information from you, your teachers and other pupils. Sometimes the School gets information from your doctors and other professionals when they need this to look after you.

The School collects this information to help the School run properly and safely and to let others know what it does here. Here are some examples:

- The School needs to tell all your teachers if you are allergic to something or might need extra help with some tasks.
- The School uses 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. 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.
- 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.
- Depending on where you will go when you leave us 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.
- 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.
- 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 will only share your information with other people and organisations when we have a good reason to do so.
- We will monitor your use of e-mail, the internet and mobile electronic devices. If you would like more information about this you can read the IT Acceptable Use Policy or speak to your tutor.

- 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 as well as for teaching purposes.
- 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 will keep details of your address when you leave so we can send you updates and newsletters and find out how you are getting on. We may also pass your details onto the Windlesham House School Alumni.

### **What do we do with your personal information?**

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The Bursar, Miss Harris, is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations, we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

The information that we hold about you has to be kept by us until you are 25 years of age.

In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

When you leave Windlesham House School, we have legitimate interest and will transfer your data into the Alumni database in order to keep in touch with you as an alumnae, for events, communications and fundraising activities.

What decisions can you make about your information?

- If information is incorrect you can ask us to correct it.
- If you would like us to change or update the information we hold about you please speak to your tutor. You can also ask what information we hold about you.
- If you would prefer that we keep certain information confidential then please speak to your tutor about it.
- Information required by agencies involved in Safeguarding matters can overrule Data Protection measures and will always be supplied on demand.

### **Further information and guidance**

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This notice is to explain how we look after personal information.

If you have any questions you can ask your tutor about how it works in School. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

### **Related Policies**

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- CCTV Procedure
- Data Protection Policy
- IT Acceptable Use Procedure
- Online Safety Policy
- Retention of Documents Procedure