



Introduction

The School is required by law (the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018) to tell you what personal information (also referred to as data) we have about you as a pupil. This notice explains how and why we collect this information, how we use it, how long we keep it and how it identifies you. This is referred to as processing your data. This notice also explains your related rights and options.

The School is committed to being transparent about how it collects and uses your information and for you to be able to make decisions about your own data.

The School is a data controller of your personal information, if you have any queries please contact our Data Protection Officer at privacy@clairescourt.net or 1 College Avenue Maidenhead, Berks, SL6 6AW.

The School is solely owned by the [Licensed Trade Charity](#).

Who this document applies to

Older pupils in Year 9 and above as we believe you are mature enough to make decisions about your own personal data.

What is 'personal information'?

Personal information is information that the School holds about you and from which you can be identified, whether directly from that information alone or indirectly in combination with other information about you which we may have or may be able to get.

The type of personal information we collect

The information we collect, hold and share about you includes, but is not limited to:

- your name, address and date of birth
- previous school details (including school reports)
- assessment information (such as tests, scores and progress measures)
- information about your attendance and behaviour

- photos and videos taken of you for displays, school newsletters and publications, plus the school website and social media channels
- images captured by the School's CCTV system

- medical / health information (such as allergies, illnesses or medication)
- your fingerprint (also known as biometric information) for the identification system used for purchasing lunch and using the printers

- pastoral information (what makes you feel safe and happy and able to achieve your best)
- your email and use of the internet
- information about your involvement in extra-curricular activities

The information we collect, hold and share about you also includes what applicable law calls “special category personal data”, which just means information which is naturally more sensitive and private. We use the following types of this information:

- Information about your physical and mental health – for example if you need to take time off school when you are sick, or information about your special educational needs or disabilities.
- Information about your religion, for example if you need to take time for prayer or have special dietary requirements.
- Information about your nationality and ethnicity, for example in case we need to provide information to you or your family in their native language or for equality of opportunity monitoring.

How we collect your information

The School collects information about you in a variety of ways. Some is provided by your parents on the admission and medical forms they complete about you, as well as information they give us in general communication such as emails and face-to-face conversations. Some is provided directly by you when we interact with you at school, or in school work you do. We will ask for reports from your previous school(s) so we can understand how well you did there and any difficulties you may have had (so we can support you appropriately). We will also record information from your teachers, other pupils and sometimes from doctors and other educational professionals.

Why we collect and use this information

Our main reason for using your personal information is to provide you with an education, so in summary we use data to:

- support pupil learning and development
- monitor and report on your progress, attainment and educational needs
- care for you
- keep you safe
- tell you about events and other things taking place in School
- to facilitate your participation in school events and activities
- to celebrate your achievements
- provide information to the government and other regulatory authorities
- support you in your onward education and career choices

- show your parents and the wider community your successes and the range of activities and events that take place at the School (through photos and videos, we may continue to use your image after you have left the School)
- to stay in touch after you leave the School

The lawful basis for us to process your personal information

The School can only collect and use your personal information where it has a “lawful basis” to do so.. A lawful basis is just a reason or justification for using personal information which is recognised and accepted by applicable data protection law.

There are several lawful bases on which we rely to process your personal information:

- (1) When you join the School we form a contract with your parents to deliver educational services – we need to use your personal information to perform our obligations under this contract.
- (2) The School can use your personal information where necessary to achieve its “legitimate interests”. A legitimate interest is, essentially, a good, valid and genuinely-held reason for using personal data. This lawful basis can only be relied on if the importance of the objectives we are trying to achieve outweighs the risk of any adverse impact on you .

Examples of legitimate interests we pursue include ensuring the health and safety of pupils and staff, making sure the School is adequately and appropriately resourced and managed, promotional and marketing activities and using personal information in connection with legal disputes.

- (3) The School is required by law to collect, use or share your personal information.
- (4) To protect your vital interests, for example, to give appropriate medical attention if you are seriously hurt and are unconscious.
- (5) When you give us your consent (i.e. you agree in advance) to our using your personal information in a certain way.

When we use your special category personal data (please see pages 1-2 above), we are required to have a secondary lawful basis in place. The following secondary lawful bases may apply:

- Where using your personal information is necessary to comply with obligations under social security or social protection law (for example in safeguarding situations where we have concerns about your safety).
- Where necessary to protect your vital interests (i.e. to provide appropriate medical attention if you are seriously ill or injured).
- Where using your personal information is necessary in the context of legal disputes (or potential legal disputes).
- Where use is necessary for reasons of medical diagnosis, provision of health care or provision of social care, or for public health reasons (for example to prevent

the spread of infectious diseases within the School).

- Where use is necessary to achieve a “substantial public interest”. A substantial public interest is, in brief, an objective considered by the UK Government to be so important that it justifies using your more sensitive or private personal information. Examples include:
 - To ensure that all School pupils and prospective pupils are given equal opportunities and treatment.
 - To prevent or detect conduct which breaks the law.
 - To protect a School pupil or member of the public from harm.
 - To provide counselling or other support services.

Who has access to your personal information

Most of the time the information we collect about you will remain within the School and will only be available to those members of our staff that need to have and use it. There are strict rules for accessing and sharing medical records, pastoral and safeguarding files (safeguarding mean information on children to protect them from harm).

Some information will be given to teachers and other members of staff to provide the necessary education, care and maybe support that you need. The School has a duty of care to inform relevant staff of medical conditions, the School Nurse has responsibility for this. For example catering staff and teachers may be informed of any allergy information. Trips organisers (including outside companies) will also be made aware of personal information to ensure you are kept safe and well during external activities.

The School is required by law to record or report incidents and concerns that arise if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include a note in a file and in some cases referrals to relevant authorities such as the police or social services.

Do we share your personal information with external organisations?

Sometimes we need to share your personal information with organisations outside the School, for example:

- Where another company provides services to the School (for example our IT service providers, website developers or cloud storage providers like Google).
Where we ask an organisation to provide us with a service which involves accessing, collecting, using or storing your personal information we ask for evidence in advance that they are compliant with data protection law and sign them up to contractual terms which ensure that your personal information is kept secure and only used in accordance with the School's instructions.
- We may need to share personal information with our Local Authority, social care agencies and medical professionals to assist them to help protect you from

harm or for youth support purposes.

- We are legally obliged to provide certain information to the Department for Education (the Government department responsible for overseeing the education of children in the UK).
- We may also share your personal information publicly (only where you or your parents have agreed), for example on our website or via our social media accounts.
- We share certain information with the Licensed Trade Charity's senior management so that they can carry out their responsibilities as owners.
- Professional advisers, such as lawyers, accountants or auditors.
- External inspectors.
- Your new school / prospective new school.

How we protect your data

Your personal information is held on school systems, servers and databases which are protected by IT and cyber security measures (such as firewalls, secure private networks, complex password requirements and anti-malware software). Your personal information is also protected by physical organizational security measures, such as being kept behind locked doors.

Do we transfer your personal data to other countries?

In most cases we expect your personal information to stay here in the UK. However, occasionally, we may need to transfer personal information outside the UK (for example if one of your parents lives abroad or if you move to a new school abroad).

Some of our suppliers and service providers are located outside the UK and may access your personal information when providing us with services (for example software support or cloud storage providers).

Where your personal information is transferred outside the UK to a jurisdiction which does not have data protection law of a sufficiently similar standard as UK law, we will enter into contractual terms with that organisation which put them under legal obligations which are of the same protective standard as UK data protection law.

How long your information is kept

In most instances the School keeps pupil information up until your 25th birthday. However, for legal reasons incident reports and safeguarding files will need to be kept much longer.

If you have any queries about how long we keep your information or wish to request that personal data that you no longer believe to be relevant should be considered for erasure, please contact privacy@clairescourt.net.

Please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following a request for erasure. A limited and reasonable amount of information will be kept for archiving purposes, and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes.

When you leave the School

The School will stay in touch with you after you leave unless you instruct us otherwise. This will usually be by email or post, to inform you of alumni events and activities at the School that may be of interest. Your image and name may be included in a leavers book.

If you do not want us to keep in contact or use your information this way please contact our Data Protection Officer at privacy@clairescourt.net.

Your data - your rights

You have the following rights under data protection law which you can exercise:

- The right of access: you can ask us to confirm what personal information we hold on you and request copies of the records which contain that personal information.
- The right to rectification: if we hold any inaccurate or incorrect personal information about you, you can require us to update or correct it.
- The right of erasure: in certain circumstances you can ask us to delete your personal information from our records.
- The right to restrict our use of your personal information: you can ask us to stop or limit certain uses of your personal information pending resolution of a dispute or the answer to certain questions.
- The right to object to certain uses of your personal information (which we then have to stop until the matter is resolved).
- The right to withdraw consent – where you have provided your consent to our using your personal information in a certain way, you have the inalienable right to withdraw that consent.
- The right to data portability – individuals can ask us to transfer their personal information to other organisations in a format which makes it easy to use.
- The right not to be subject to automated decision-making – you are entitled to ask that your personal information is not used as part of any process which involves decision-making without any human input.

Please note that, while some of these rights apply broadly, some are only available in specific circumstances. Some of the rights are also subject to legal exemptions which

may prevent their application, or restrict their application in a particular way.

Contact and complaints

If you have any comments or concerns about how we process your data please contact our Data Protection Officer privacy@clairescourt.net. If you are not satisfied with the outcome, or how we deal with your complaint, you can contact the Information Commissioner: www.ico.org.uk.

This notice

The School will update this Pupil Privacy Notice from time to time and will inform you of any major changes.

Last reviewed: March 2026

Next review: March 2027

Reviewed by: JTH