



### 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.

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 Administrative Principal at [privacy@clairescourt.net](mailto:privacy@clairescourt.net) or 1 College Avenue Maidenhead, Berks, SL6 6AW.

### 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. You can read the full version of our School Privacy Notice on our website.

### What is 'personal information'?

Personal information is information that the School holds about you and which identifies you.

### 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
- information about your special educational needs or disabilities
- 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
- special data including your gender, nationality, ethnicity and religion
- 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

### 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. 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, in summary we use data to:

- support pupil learning
- 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
- 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 data**

The School has to be able to explain the legal basis for handling your data. There are several lawful reasons why we can process your information:

- (1) When you join the School we form a contract with your parents to deliver educational services.
- (2) The School has a legitimate interest to use your personal data to provide educational services.
- (3) The School is required by law to collect some data about you.
- (4) To protect your vital interests, for example, to give appropriate medical attention if you are seriously hurt and are unconscious.

### **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 that need to have it. There are strict rules for accessing and sharing medical records, pastoral and safeguarding files (safeguarding mean information on child 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.

Some of the School's processing activity is carried out by outside organisations, such as IT system operators, web developers or cloud storage providers such as Google. We make sure we have a contract with them to ensure your personal data will be kept securely and only in accordance with the School's specific directions.

### **How we protect your data**

Most of your information is kept in the School databases and teachers and other staff have different levels of security to access only the information relevant to them. Sometimes paper copies may be kept and these are also securely stored.

### **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](mailto: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 keep in contact or use your information this way please contact our Administrative Principal at [privacy@clairescourt.net](mailto:privacy@clairescourt.net).

### **Your data - your rights**

As a pupil you have various rights under Data Protection Law to access and understand the personal data held about you by the School, and in some cases you can ask for it to be erased or amended or have it transferred to others, or

for the School to stop processing it, subject to certain exemptions and limitations.

For example, you can:

- request copies of data
- ask us to change incorrect or incomplete data
- ask us to delete or stop processing your data

Pupils can make subject access requests for their personal data, provided that, in the reasonable opinion of the School, you have sufficient maturity to understand the request you are making. At any age you may ask a parent or other representative to make a subject access request on your behalf.

We feel that pupils at from Year 9 have this level of maturity, although this will be at the discretion of the School and will take into account any relevant circumstances at home.

Some data is exempt from the right of access, this maybe where it includes information about other individuals. The School is not required to disclose any pupil examination or test answers, or the marks ahead of publication. We do not have to share any confidential reference given by the School itself for the purposes of the education, training or employment of any individual.

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice.

If you raise a confidential concern with a member of staff and expressly withhold your agreement for this personal data to be disclosed to your parents, the School may be under an obligation to maintain confidentiality unless, in the School's opinion, there is a good reason to do otherwise; for example where the School believes disclosure will be in the best interests of the pupil or other pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the School's policies eg the Acceptable use of ICT and the School Rules and Expectations.

### **Contact and complaints**

If you have any comments or concerns about how we process your data please contact our Administrative Principal [privacy@clairescourt.net](mailto: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](http://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: April 2025

Next review: April 2026

Reviewed by: PAH