



Highfield School (Liphook) Ltd Privacy Notice for Highfield School and Brookham School Pupils

Introduction

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

Once you turn 12 years of age, we consider you mature enough to make your own decisions about your personal information.

If you have any questions about this notice, please talk to your form teacher or parent(s)/guardian.

What is 'personal information'?

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?

Admission forms give us lots of personal information. Your old school also gives us information about you. We get information from you, your teachers and other pupils. Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all your teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV in some areas of the School to make sure the School site is safe and assist with general good management. 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. We may share information about your exam results and provide references.
- We may need to 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 store the information from the Admissions forms on our School Management System, Furlong Business Solutions. Please follow this link for further information on where and how the information is stored -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/567480/Cloud_services_software_dept_advice.pdf.

- We may use a Text Messaging service to inform your parent(s) or guardian of any Absence, Emergency Closures or Reminders of holiday and events. The texting company does not hold your personal data; it is used in conjunction with our School Management System.
- 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 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.
- If you achieve really good results in public exams we may publish information about how well you have done.
- When you leave us, we record your details on our Alumni database for purposes such as sending you magazines to let you know what we have been doing since you left, inviting you to Old Highfieldian events or fundraising for the HSCBF.

What do we do with your personal information?

The Bursar 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.

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

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 form 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 form tutor.

Further information and guidance

This notice is to explain how we look after your personal information, and has been drafted in accordance with the Data Protection Act 1998.

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