

# How we use your information

## Privacy Notice for younger pupils

### Bettws Lifehouse

#### **Pupil Privacy Notice for Parents/Carers - Key Information**

This notice is to help you understand **how** and **why** Bettws Lifehouse collect your young person's personal information and **what** we do with that information.

When your young person is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.

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

Personal information is information that the School holds about your young person and which identifies them. This includes information such as their name, date of birth and address as well as things like exam results, medical details and behaviour records. The school may also record their religion or ethnic group. Photographs and video recordings of your young person are also personal information.

#### **How and why does the School collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The school's primary reason for using your young person's personal information to provide them with an education.

- When your young person joins the school their admissions and acceptance forms give us lots of personal information. We get information from your young person, their teachers and other pupils. Your young person's old school also gives us information about them if we need this to teach and care for them.
- Sometimes we get information from your young person's doctor and other professionals where we need this to look after your child. 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 appropriate members of staff if your young person is allergic to something or might need extra help with some tasks.
  - We may need to share information about your young person's health and wellbeing with the School staff.
- We may need to report some of your young person's information to the government. For example, we need to tell the local authority that your young person attends Bettws Lifehouse or let them know if we have any concerns about their welfare.
- We may need information about any court orders or criminal petitions which relate to your young person. This is so that we can safeguard their welfare and wellbeing and the other pupils at the school.
- Depending on where your young person will go when they leave us we may need to provide their information to other schools and colleges. For example, we may share information about their exam results and provide references. We may need to pass on information which they need to look after your child.
- If your young person takes public examinations we will need to share information about them with examination boards. For example, if your they require extra time in exams.
- 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 young person's classmates is injured at school or if there is a burglary.

- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your young person's information with them if this is relevant to their work.
- If your young person has misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- 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 young person's academic and (where fair) their behaviour records with you or their education guardians so you can support their schooling.
- We will only share your young person's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your young person's use of email, the internet and mobile electronic devices e.g.iPads. This is to check that your young person is not misbehaving when using this technology or putting themselves at risk of harm.
- We may use photographs or videos of your young person for our School's website, social media sites, newsletters and publications to show current parents and prospective families what we do here. We may continue to use these photographs and videos after your young person has left Bettws Lifehouse. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- If you have any concerns about us using photographs or videos of your young person please speak contact Becky in the office.
- We publish our public exam results, sports fixtures and other news on the website and send articles, photographs, and videos to local and national news outlets to celebrate the School's achievements.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
  - IT consultants who might access information about your daughter when checking the security of our IT network.
  - we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on our sites.

### **Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your Young person's information.

#### Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to your young person. The School relies on legitimate interests for most of the ways in which it uses your young person's information. Specifically, the School has a legitimate interest in:

- Providing your young person with an education.
- Safeguarding and promoting your young person's welfare and the welfare of other children.
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to build new buildings.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, your young person's personal information may be processed for the legitimate interests of others. For example, we may use information about your young person when investigating a complaint made by another pupil.

If you object to us using your young person's information where we are relying on our legitimate interests as explained above please contact the office.

#### Legal obligation

Where the school needs to use your young person's information in order to comply with a legal obligation, for example to report a concern about their wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police which we are legally obliged to do so.

#### Vital interests

Where the school needs to protect someone's life for example, sharing medical history to prevent someone from being seriously harmed or killed. To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt or unconscious.

#### Public interest

The School and considers that it is acting in the public interest when providing education.

#### Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

#### Medical purposes

This includes medical treatment and the management of healthcare services. We may ask for your consent to use your young person's information in certain ways. If we ask for your consent to use your young person's personal information you can take back this consent at any time. Any use of your young person's information before you withdraw your consent remains valid. Please contact the office if you would like to withdraw any consent given.

### **For how long do we keep your young person's information?**

We keep your young person's information for as long as we need to in order to educate and look after them. We will keep certain information after your young person has left the School, for example, so that we can find out what happened if you make a complaint. In exceptional circumstances we may keep your young person's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. We can keep information about your young person for a very long time or even indefinitely if we need this for historical, research or statistical purposes.

### **What decisions can you make about your young person's information?**

From May 2018 you will be able to make various decisions about your young person's information. Some of these are new rights whilst others build on their existing rights. Your young person's rights are as follows:

- If information is incorrect you can ask us to correct it
- You can also ask what information we hold about your young person and be provided with a copy. We will also give you extra information, such as why we use this information about them, where it came from and what types of people we have sent it to

- You can ask us to delete the information that we hold about your young person in certain circumstances. For example, where we no longer need the information
- You can ask us to send you, or another organisation, certain types of information about your young person in a format that can be read by computer
- Our use of information about your young person may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

### **Further information and guidance**

Please contact Becky in the office if:

- You object to us using your young person's information for marketing purposes e.g. using their image/name in newsletters. We will stop using their information for marketing purposes if you tell us not to.
- You would like us to update the information we hold about your young person.
- You would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your young person's personal information you can contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk).