

Gloria Filiorum Patres

Each day, discovery.



ELTHAM COLLEGE

**Student Privacy Notice**

**August 2018**



## Version Control Information

Reason For Amendment	Name	Date	Main changes
New document	Bursar	August 2018	Prepared in response to the requirements of the General Data Protection Regulation, May 2018

In line with good practice recommendations, this Student Privacy Notice is based on the **Eltham College Privacy Notice**. First publication will be to all students in the Senior School in the Autumn Term of 2018, and it will then be included in information packs for all new students joining the Senior School from January 2019 onwards.



## **Who we are**

This privacy notice has been written by Eltham College.

## **What this privacy notice is for**

It has been written to explain to senior school students how Eltham College collects and uses information about you (called “personal data” in this document). The law recognises that, as you become more mature, you have certain rights and are able to make decisions for yourself, provided you can show that you understand the concepts involved.

A more detailed Privacy Notice aimed at everyone whose personal data we process is provided to your parents or guardians and is available on the Eltham College website.

## **Responsibility for data protection**

The Bursar is the person in school who is responsible for data protection. If you need to contact the Bursar you can email her on [bursar@eltham-college.org.uk](mailto:bursar@eltham-college.org.uk), or visit her office.

## **What data we collect, where we get it from and why we hold it**

We need to collect and use data about you in order to provide you with an education and to operate as a school. We don't ask for your specific permission for this. This includes:

- The information we collect from your parents/guardians about you on your admission form when you join the school, which includes your name, date of birth, address, previous school, languages spoken at home, and whether you have brothers or sisters who attend or have attended Eltham College in the past
- The results of your admissions tests, interviews and references obtained from your previous school which together helped us to decide that Eltham College is the right school for you
- Information about your progress and your academic and co-curricular achievements recorded by your teachers which helps your teachers plan your work and provide reports to your parents/guardians
- Information about any learning needs you may have, so that we can provide you with appropriate learning support
- Information about any medical conditions or other information we need to make sure you are healthy and happy in school
- Information about your behaviour recorded by your teachers
- Information about how and when you use our computer systems
- Photographs of you, including regular identity photographs, and pictures of you participating in school activities
- Images captured by school CCTV systems, which are overwritten every 28 days. We have a specific CCTV policy if you want to know more about this.



## **Where we keep your data and who can see it**

We keep electronic data about you in the school's information management system (iSAMS) and on the school network drives. These systems are protected by permissions so that only those people who need to see the information are able to do so.

Paper documents about you (for example your admissions form, medical forms or assessments, copies of letters sent to your parents) are kept in locked filing cabinets. We have special procedures for information about you which is particularly sensitive (for example information about problems you may be having outside school), and this is kept separate and not shared with anyone except those people who need to know in order to help you.

Your teachers will have notes about your progress in their mark books and on their computers. Teachers are expected to keep this information appropriately secure.

We may publish pictures of you and/or include information about your achievements on the schools' social media channels, on our website, in Elthamian or Focus magazine, or on the walls in school. We may also use your photograph to promote the school for future students in our prospectus and other marketing material.

## **When and why we may share your data**

We may provide information about you to other people/organisations, for example

- Information about you and examples of your school work to school inspectors
- If we are asked to provide references to new schools, universities or employers
- Information required by exam boards in order to enter you for public exams, or by the Universities and Colleges Admissions Service (UCAS) to help with your applications
- Information we need to share about you in order to keep you safe
- Information about any allergies you may have to our catering company or to organisations who may be providing food for you (e.g. on school trips, visits to other schools etc.)
- Information needed by a company to organise your travel or accommodation on a trip
- Information required in order that you can use software or online tools in your learning – e.g. for your Office 365 account
- Information required to help the police

## **How long we keep personal data**

We typically keep your school records for at least 7 years after you leave. Once you leave the school, the records are archived and only available to certain people. In some circumstances, the law requires us to keep your records for longer. We keep some information for ever as part of our archives for the benefit of future historians, including selected photographs, records of special occasions and school publications.

## **Keeping in touch and supporting the school**

When you leave the school, the development office will ask for your permission to stay in touch with you as part of the wider Old Elthamian community.



### **Asking to see your data**

You have the right to ask to see data that we hold about you. Please make the request in writing. It helps us fulfil your request if you give a reason for why you want to see the data. You can ask your parents to make the request on your behalf. Some types of data (e.g. exam scripts, confidential references) are specially protected and cannot be shared.

As you know, we provide regular information about you to your parents/guardians, including about your progress, your behaviour and your achievements. We will also make contact with your parents/guardians if we are worried about you for any reason.

If you provide us with information and you specifically ask us not to tell your parents or guardians about it, we are required to think about that very carefully and make a decision based on what the law says about the situation, and the best interests of everyone involved.

### **Data accuracy and security**

It is important that the data we hold about you is correct. If there is a change to a piece of your personal data (e.g. your address) please tell your form tutor as soon as possible. You have the right to ask for data we hold about you to be corrected or deleted. If you think some of the data we hold about you may be wrong, please let your form tutor know and he/she will investigate. You can also ask for data to be deleted, although there are some exceptions to this under data protection law. Please speak to your form tutor in the first instance if you have a request of this kind.

All staff and students are expected to respect the IT and information security arrangements we have put in place to protect the data that we hold. Your teachers receive regular training in data protection and understand the importance of protecting the data we hold about you and your family.

### **This policy**

The school will update this Privacy Notice from time to time. We will tell you if we make big changes to it. The current live version of this document is published on the Eltham College website for you to check whenever you want.

### **Queries and complaints**

Please ask your form tutor if you have any questions or are concerned about this Privacy Notice or about the way the school uses your data. Your form tutor will take your query to the Bursar if needed.