



THE PERSE
SCHOOL
CAMBRIDGE

How we use your information

Prep School Pupils and Pelican School Pupils

The Perse School

June 2016

Introduction

This notice is to help pupils 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.

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice please talk to your form teacher.

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?

Admissions 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 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 information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at School or if there is a burglary.
- 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 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 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. We would speak to you beforehand.

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 personal information.

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

Authorised by	Sir David Wright On behalf of the Board of Governors
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