



# Homefield Preparatory School

## Privacy Notice for Pupils

This privacy notice is deliberately written to allow the pupils to have an understanding of the information that we have about them and how we use it. If you do not understand any part of it, you should ask your parents or your form tutor to explain it.

We encourage you to read the full version of our Privacy Notice which is published on the school's website and can be found under School Life/Policies, as this notice only provides outline information. You can obtain a copy of the Privacy Notice by contacting the School at [administration@homefieldprep.school](mailto:administration@homefieldprep.school) or calling 020 8642 0965.

### **Why do we collect and use pupil information?**

We collect and use lots of information on pupil to assist in running the school and to ensure there is appropriate support and welfare available. We also use the information as we are required to tell certain people about who is at school and what happens here.

We use the pupil information to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Assess the how well we are doing;
- Comply with the law regarding data sharing.

### **The information that we collect, hold and share includes:**

- Admission forms. These give us lots of personal information about the pupil. We get information from the pupil's parents and the pupil's current teachers. The pupil's previous school may also give us information (if age appropriate) so that we can teach and care for the pupils;
- Characteristics (such as ethnicity, language, nationality, and country of birth);
- Attendance information (such as lessons attended, number of absences and absence reasons);
- assessment information (how well the pupils are doing in tests, homework and exams);

- Sometimes we get information from the pupil's doctors and other professionals where we need this to look after the child;
- Any information that helps us support any special educational needs;
- Any information that helps us support behaviour management;
- We may need to report some of the pupil's information to the government. For example, we may need to tell the local authority if we have any concerns about the pupil's welfare;
- Any dietary requirements the child may have;
- CCTV to make sure the school sites are safe and that pupils are well enough to attend school. CCTV is not used in private areas such as changing rooms;
- With parental consent (or pupil's consent if age appropriate), we may use photographs or videos of the pupil for the school's websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after the pupil has left the school;
- We publish our public exam results, 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;
- Medical information about pupils to ensure that we can properly support and treat them to ensure the health and wellbeing of themselves and other pupils;
- Recordings of remote lessons to help the school ensure it is providing a high standard of teaching, pastoral support and that the pupils and teachers are behaving in an appropriate manner.

The Bursar is the person responsible at our school for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use pupil's personal information.

### **Collecting pupil information**

Whilst the majority of pupil information we require is provided to us by the pupil or his parents, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing pupil data**

We normally hold pupil data for up to seven years after the pupil leaves the school, or longer if required to by law. The School has a policy called the Data Retention Policy which explains how long it will hold each bit of information on pupils.

## **Who do we share pupil information with?**

We routinely share pupil information with:

- schools that the pupil goes to after leaving us;
- our local authority;
- the Department for Education (DfE);
- A wide range of companies that support the education of the pupils, such as SIMS, Microsoft or GL Assessment;
- the Independent School Inspectorate;
- Examination centres, such as Trinity College (music);
- The catering company to allow them to support pupils with allergies and dietary requirements;
- Companies that the school uses for marketing purposes.

## **Why we share pupil information**

Occasionally, the school will need to share personal information relating to its community or to support the pupils' education, with third parties (other companies or organisations). Normally the information we hold on the pupils will remain within the school, and will be used in the way we tell them to use it, by appropriate individuals and only in accordance with access rules.

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or a pupil's information, contact the Bursar.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection Regulations. We will tell you if your information has been lost or given to someone

it should not have been.

If you have a concern about the way we are collecting or using a pupil's personal data, please raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **This policy**

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

**Contact:** If you would like to discuss anything in this privacy notice, please contact: the Bursar on [bursar@homefieldprep.school](mailto:bursar@homefieldprep.school) or on 020 8642 0965.