

## CHARTERHOUSE SQUARE SCHOOL PRIVACY NOTICE FOR PUPILS

### INTRODUCTION

Your school is part of Cognita. Cognita is responsible for how your school looks after your personal information. When we say “**we**” in this notice, this means your school and Cognita. We are required by law to look after the information we hold about you; this notice tells you how we do this.

**Personal information** is any information which is about you, from which you can be identified.

**Please make sure you read this privacy notice carefully.** This notice is a short form version of the full notice we have provided to your parents. If you would like more information, please speak to your teacher, you can also look at the privacy notice for your parents. This is available on our website.

### WHAT PERSONAL INFORMATION MIGHT THE SCHOOL HOLD ABOUT YOU?

- Your full name, date of birth, grade and photograph;
- Your home address, home telephone number and mobile number;
- Your school email address and personal email address;
- Your academic records and test results;
- Your medical records (including special education needs and/or accidents); and
- Your race, religion or ethnicity.

### INFORMATION WE RECEIVE FROM, AND SHARE WITH, OTHER PEOPLE OR COMPANIES

We will share your information with your parents. If you are not British, we may have to provide information about you to UK Visas and Immigration.

We may work with other institutions such as your previous or new school, school nurses or doctors, school photographers, local authorities, social services, police (where there are concerns with your safety), education authorities, SEN co-ordinators, the school’s business partners and professional advisors. We might receive or share information about you from them or give information to them. We will only do so as set out in this notice. We may also use CCTV footage to ensure the school is safe and monitor who is visiting the School.

### CONTACT US IF YOU HAVE FURTHER QUESTIONS.

If you have any questions about this notice then please speak to your teacher. We have a Data Protection Co-ordinator, **Mark Hinson**, who can explain in more detail how your information is looked after. Our Data Protection Officer has overall responsibility for your information: [DPO@Cognita.com](mailto:DPO@Cognita.com).

### HOW THE SCHOOL USES YOUR INFORMATION

We will use the information you and your parents give us as is necessary to provide you with the information and services that your parents request from us (to look after you, teach you and to deal with any queries they may have). We are also required by law to take a register, keep a personal file about you, keep a record of your behaviour and provide a written report on your progress.

We also use your information to promote the objects and interest of our schools, ensuring the most efficient management of the school and ensuring that the school’s legal obligations are adhered to; and use your photograph as part of a manual ID system. These are known as “**legitimate interests**”.

**Help from third parties.** We rely on software applications and other technology provided by other people to handle your information. These include virtual learning environments (including the setting of tasks and homework), revision tools, parents evening booking systems, text and email messaging communications, assessments of your progress and co-ordination of school trips. The companies we use to deliver these applications are carefully chosen by us to ensure that your information is kept secure.

### **SENSITIVE PERSONAL DATA**

When we hold details about your health and wellbeing, this information is called “sensitive personal data” which means we treat this information even more carefully. We will need to hold sensitive personal data about you (a) for carrying out our obligations in the field of social security or social protection law, (b) for identifying medical problems or provision of health care or (c) to protect your vital interests. To achieve this, we may also use software applications and other technology.

### **WHERE WE NEED YOUR CONSENT**

We will seek your or your parent’s permission if we decide to post any photographs of you on any of our marketing materials (including our prospectus or website); you may withdraw your permission should you wish.

You do not have to give us details about your race, religion or ethnicity if you do not want to. If you do, we will use this to help run the school (e.g. if your religion means that you have certain dietary requirements) and to monitor equal opportunities. You can ask us to delete this information at any time.

### **TRANSFER OF PERSONAL INFORMATION OUTSIDE THE COUNTRY**

Sometimes your information will need to be transferred to, and stored outside the UK. We try to limit this, but it may be necessary where, e.g. one of our suppliers stores your information outside Europe. We take all steps reasonably and legally necessary to ensure that your information is safe.

### **YOUR RIGHTS**

- **Right to request access** to your personal information (a "subject access request" or “SAR”).
- **Right to request correction** of the personal information that we hold about you.
- **Right to request deletion** of your personal information.
- **Right to object to processing** of your personal information.
- **Right to request the restriction of processing** of your personal information.
- **Right to request the transfer** of your personal information to another organisation (e.g. another school).
- **Right to complain to the Information Commissioners Office** about what we are doing with your information: <https://ico.org.uk/concerns/>.

### **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

We will not keep any personal information about you for any longer than is necessary. Generally, we keep your pupil record file until you are 25 (even if you have changed school) after which it is destroyed. We follow a personal data retention policy which determines how long we keep specific types of personal information for. For further information, please speak to your teacher.

### **CHANGES TO THIS PRIVACY NOTICE**

We may change this notice, we will let you know if we do.

**Dated 25 May 2018**