



Norfolk House School

PUPIL PRIVACY NOTICE

HOW WE USE YOUR CHILD'S INFORMATION

This notice is to help prospective and current parents understand **how** and **why** we collect personal information about their children. It also explains **what** we do with that information. It explains the decisions parents can make about their child's information.

If you have any questions about this notice please talk to the Office Manager.

WHAT IS 'PERSONAL INFORMATION'?

Personal information is information that the school collects about your child. This includes information such as your child's name, date of birth and address as well as things like exam results, medical details and behaviour records. The school may also record your child's religion or ethnic group.

HOW AND WHY DOES THE SCHOOL COLLECT PERSONAL INFORMATION?

Admission forms give us lots of personal information. Your child's old school also gives us information about them. We get information from your child, their teachers and other pupils. Sometimes we get information from their doctors 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 your child's teachers if they are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.
- Depending on where your child will go when they leave us we may need to provide their information to other schools. For example, we may share information about your child's exam results and provide references.
- We may need to share information with the police or legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at School or if there is a burglary.
- If your child takes public examinations we will need to share information about them with examination boards
- We will share some information with our insurance company.
- We will only share your child's information with other people and organisations when we have a good reason to do so.
- We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. If you would like more information about this you can read the School's Acceptable use of Technology by Pupils Policy which is published on our website or speak to your child's form teacher.
- We may use photographs or videos of your child for the school's website or prospectus to show prospective pupils what we do here and for teaching purposes.
- We publish our public exam results and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We may keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.



WHAT DO WE DO WITH YOUR PERSONAL INFORMATION?

The Office Manager is the person responsible at our school for looking after personal information and deciding how it is shared.

Like other organisations we need to keep your child's 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 child's 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 to know whether we hold any information about you then please speak to the Office Manager in the first instance.
- If you would like to ask the School to keep certain information confidential then please speak to the Office Manager in the first instance.

FURTHER INFORMATION AND GUIDANCE

This notice is to explain how we look after your child's personal information. If you have any questions you can ask the Office Manager about how it works in our school.

