

Data Protection Privacy Notice for students of Ampleforth College

About this Privacy Notice

A new law has been made to improve the safety and security of your personal information or 'data'. Personal information is any information that could be used to identify you. This includes things like your address, date of birth and phone number for example. It's our job to tell you how we will collect your information, how we will record it, how we will use it and who we might share it with. There is a more detailed privacy notice for students and parents available on the School website, however, this privacy notice has been written to provide students with the important information they need in more understandable language.

Here are some words that will be included in this Privacy Notice

- Data controller: The person (or group of people e.g. the school) in charge of the information we collect and decides the reasons for which it is used.
- Data processor: The person (or group of people, e.g. the school) in charge of collecting and using the information.
- Data protection officer (DPO): The person who makes sure we follow the law when it comes to data protection. The school's DPO is Oliver Pickstone.
- Legitimate interest: This simply means we have a valid reason for using your personal information, and our reasons don't overrule your own.
- Consent: Consent is when you give us permission to collect or use your personal information.

Who is responsible for keeping your personal information safe?

The School is the data controller of your personal information, meaning we look at how and why your information is collected and used. It is our responsibility to keep any personal information about you safe and secure.

If we share your personal information, will it be kept safe?

In some cases the School has to give your personal information to other people or groups outside of the School, such as the government or exam boards for example. We will only share your personal information with those who take steps to protect it and keep it safe in the same way we do.

When might we need to share your personal information?

- When you have given your consent for us to do so.
- If we have to do so in order to follow the law.
- If we need to do so to do our job and therefore have a legitimate interest.

- An example of when we have to share your information is sharing it with the Department for Education (DfE) as they may wish to know how many pupils are in the school and how well they are performing in class and in exams.

Here are some examples of why we need to use your personal information

- To get in touch with you and your parents when we need to.
- To help us to do our job.
- To monitor and report on how well you are doing in school.
- To provide appropriate care and support for you during your time here.
- To protect your wellbeing and safety.

The personal information the School has a legitimate interest to collect:

- Your personal information: This includes things like your name, contact details, what language you speak and where you're from.
- Your attendance information: This will also record how many times you may have missed school and the reasons for your absence.
- Your assessment information: This includes your grades for both internal and public exams.
- Your medical information: This includes information such as illnesses you may have or medication you need to take. Keeping a record of this allows us to keep you safe.
- Your specific needs: We collect information such as any special educational needs (SEN) or disabilities you may have, to help us decide if you need extra time in exams for example.
- Behavioural information: We record any incidents relating to behaviour or discipline, e.g. internal and external exclusions or detentions.
- CCTV footage captured on the school site. This is to keep you safe during your time at school.

Do you have to provide us with your personal information?

- It is necessary for you to provide quite a lot of personal information to the School (if there is a legitimate reason to collect it or the law instructs us). However, you have a choice not to provide us with certain information and therefore can choose whether or not to provide consent for us to use it. In cases where consent applies, you have the right to take back consent at any time in the future if you are no longer happy for us to continue using your personal information.

The personal information we may need your consent to collect:

- We may wish to take photographs or potential video recording of you, in cases such as school trips or sports fixtures. This would count as personal information as someone could use these photographs or recordings to identify an individual or group. With this in mind,

before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures/recordings of you. A common example of how a photograph may be used, would be publishing it on the School website or on display boards in class.

- If you aren't happy for us to use your photos or recordings in such a way, inform your houseparent and make them aware of your decision. They can then pass on this information to the relevant staff so that they don't publish photographs of you.

What are your rights?

- To be told about how we use your personal information.
- To ask to see the information we hold about you and receive a copy of it.
- To ask us to change information you think is wrong and correct it.
- To ask us to remove information when it's not needed anymore and we have no valid reason to keep it.
- To ask us only to use your information in certain ways
- To restrict how your information may be being shared
- To ask for your information to be deleted (although we have to keep certain information to follow the law)
- If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer at procurator@ampleforth.org.uk
- You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), (the authority for data protection issues in the UK)

Changes to this privacy notice

We may wish to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any significant updates. We may also let you know in other ways from time to time about the processing of your personal information.