Privacy Notice for Older Students

The Abbey School, Reading

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Registered Charity No 309115.

Student Privacy Notice for older students - Key Information

We'd like to let you know how and why we collect information about you and what we do with it. Information about you is called "personal data". The School uses all sorts of personal data. For example, we use information about how well you are doing at School. We also use any information we need to take care of you. Photos and videos of you also count as your personal data.

The School uses your personal data in order to:

- Teach you and other students;
- Make sure that you and others are behaving properly;
- Look after you and other people e.g. your friends;
- Make sure that we comply with the law, are well managed and to protect our interests; and
- Advertise the School and tell people about the School and what we do here eg we may use photos of you in our prospectus, on our website or on social media.

Here are some examples of how we use your personal data and where that personal data comes from.

- Admissions forms give us lots of personal data. We get information from you, your parents, your teachers and other students. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your personal data to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or if we have any concerns about your welfare.
- We tell your parents or education guardian about how well you are doing at School. Where fair or legally required, we will also tell them about your behaviour.
- We may use photos or videos of you to show prospective students what we do here and to advertise the School. These photos and videos may be put on the School's website, on our social media or in our prospectus. We may continue to use these photos and videos after you have left the School. Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website. We also put articles and photos in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe and sometimes to investigate incidents (e.g. where students have been misbehaving or someone has been injured). CCTV is not used in private areas such as changing rooms or toilets.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We will keep details of your address when you leave so we can keep you updated about what is happening at the School, to tell you about events and activities and find out how you are getting on. We may also pass your details onto our Engagement and Development Office for enrolment into the “AbbeyConnect” alumnae database. Further information on the alumnae association can be found here https://theabbey.co.uk/alumnae/

You have the following rights regarding your personal data:

- correction of personal data held;
- access to personal data held;
- deletion of personal data in certain circumstances;
- portability - the transfer of personal data to you or a third party;
- restriction of use of personal data; and
- the right to object to the use of personal data in certain circumstances.

These rights are explained in more detail in the full privacy notice, and your form tutor can help give you more information.

If you would like to know more, you can find the full version of our student privacy notice on the School's website. It can be found here https://theabbey.co.uk/policies. You can also get a copy of the full privacy notice by asking your parents to contact the School or by speaking to your form tutor.

The full version includes additional points, such as:

- more information on why we use your personal data;
- for how long the School keeps your personal data; and
- our lawful bases for using your personal data.

If you have any questions about how we use your personal data, please speak to your form tutor. Alternatively, you can speak to your parents who will talk to us on your behalf.

Introduction

This notice is to help you understand **how** and **why** we collect your personal data and **what** we do with that information. It also explains the decisions that you can make about your personal data. If you have any questions about this notice please talk to your form tutor.

What is "personal data"?

Personal data is information about you.
This includes information such as your name, date of birth and address as well as things like exam results, medical details, unique student number and information about how well you behave. CCTV images, photos and video recordings of you are also your personal data.

Where we get your personal data from and who we share it with

We get your personal data from lots of different sources. For example, your teachers, parents, your old schools and any future school, other students and their parents. We might also get information from the government e.g. the local authority might give us information that we need to look after you.

Sometimes, we will also share information with these people and organisations, for example, we will tell your parents about how well you are doing at school.

Below, we give lots of examples of where we get your personal data from, and who we share it with.

Why we use your personal data and our lawful bases for doing so

The School uses your personal data to:

- Teach you and other students.
- Make sure that you and others are behaving properly.
- Look after you and other people e.g. your friends.
- Make sure that we comply with the law, are well managed and to protect our interests.
- Advertise the School and tell people about the School and what we do here e.g. we may use photos of you in our prospectus, on our website or on social media.

We can only use your personal data if we have a good reason to do so. This is about having a "lawful basis" to use your personal data. Our lawful bases are as follows:

Legitimate interests: This means that the School is using your personal data where this is necessary for the School's legitimate interests or someone else's legitimate interests.

- Specifically, the School has a legitimate interest in:
    - educating and looking after its students;
    - complying with its agreement with your parents for you to be at the School;
    - investigating if something has gone wrong;
    - promoting and protecting the School; and
    - making the School even better.
- This lawful basis only applies where our legitimate interests are not overridden by your interests, rights and freedoms. Legitimate interests applies to all of the five purposes listed above.

Public task: This allows the School to use your personal data where doing so is necessary to perform a task in the public interest or to exercise one of our functions or powers as a school. This basis applies to purposes above. For example, when we teach and look after you.

Legal obligation: The School might need to use your personal data to comply with a legal obligation. For example, to report a concern about your wellbeing to Children's Services. Occasionally we may have a legal obligation to share your personal data with third parties such as the court.

Vital interests: Although this won't happen very often, we may need to use your personal data to protect you or someone else. For example, to prevent someone from being seriously harmed or killed.

The section below contains more information about our purposes for using your personal data and the lawful bases.

Our purposes and lawful bases in more detail

This section gives you more information about why the School uses your personal data. Also where we get it from, who it is shared with, and which lawful bases apply. It does not say anything different to the sections above but goes into more detail.

We have used a colour coded system so that you can see which lawful bases we are relying on for each of the purposes described at paragraphs below.

The letters highlighted in different colours below refer to the lawful bases. So, LI means legitimate interests, PI means public task, LO means lawful obligation and VI means vital interests. So (LI, PI) means that we are relying on both legitimate interests and public task for that purpose.

- The School's primary reason for using your personal data is to provide you and other students with an education (LI, PI).
- The School will also use your personal data to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) (LI, PI, VI).
- We use information about you during the admissions process e.g. [• when marking your entrance exams and learning more about you from your parents before you join the School] (LI, PI).

- We may let your old school know if you have been offered a place at the School. This is because they have a legitimate interest in finding out what happens to their former students as this will help them support their other students when they leave the school (LI).
- The admissions forms which your parents complete give us lots of personal data about you, such as, your name, contact details, disabilities, any particular difficulties you have with work, hobbies and interests, medical information (such as information about an allergy) and family circumstances (LI, PI).
- We get information from you, your parents, your teachers and other students. Your old school also gives us information about how well you did and any difficulties you had so that we can teach and take care of you (LI, PI).
- Sometimes we get information from your doctors and other professionals where we need this to look after you (LI, PI).
- We need to tell the appropriate teachers if you have a health issue and use your medical information to look after you (LI, PI).
- We will need to tell your teachers if you have special educational needs or need extra help with some tasks (LI, PI).
- We will need to share information about you (e.g. about your health and wellbeing) with the School doctor or counsellor (LI, PI, VI).
- We may use your personal data in relation to keeping the School safe from COVID-19. For example, we might record that you have tested positive for the virus or that you have received the vaccine (LI, PI, VI). We have provided further information on how we use personal data in relation to the pandemic outside of this privacy notice.
- If we have information that you suffer from an allergy we will use this information so that we can look after you (LI, PI, VI).
- If we have information that you suffer from a disability we will use information about that disability to provide support (LI, PI).
- Where appropriate, the School will have information about your religious beliefs or other beliefs and practices. For example, if you do not eat certain foods (LI, PI).
- We will also hold information such as your religion or ethnic group for the purposes of For example, to prepare our submission to the Independent Schools Council (ISC) annual census. However, it is not possible to identify you from the information which we provide to the ISC. - (LI, PI).
- We use CCTV to make sure the School site is safe. Images captured of you via CCTV will be your personal data. CCTV is not used in private areas such as changing rooms (LI, PI).
- We will use your personal data to make sure the school site and buildings are safe, for example, we keep a record of who is on the school site / sites at any given time (LI, PI).
- We record your attendance and if you have time away from the School we record the reason(s) why (LI, PI).
- We will need to share some information about you with the government (e.g. the Department for Education). We will also need to share your personal data with the local authority, for example, tell them that you attend the School, if you leave the School or let them know if we have any concerns about your welfare. The local authority may also share information with us for these reasons (LI, LO, PI).
- We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School (LI, LO).

- The School is a charity which means that we may need to share your personal data with the Charity Commission which checks how we are behaving as a charity. We may also share your personal data with the Fundraising Regulator if this is relevant to their work (LI, PI, LO).

- The School is sometimes inspected to make sure that we are continuing to be a good school. We will have to make your personal data available to the inspectors to help them to carry out their job (LI, PI, LO).

- We will need information about any court orders or criminal matters that relate to you. For example, if one of your parents has to collect you from school on certain days. This is so that we can safeguard your welfare and wellbeing and the other students at the School (LI, PI).

- If you are from another country we have to make sure that you have the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about you to UK Visas and Immigration who are part of the government (LI, LO, PI).]

- Depending on where you will go when you leave us we will provide your personal data to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your exam results and provide references. Any references that we provide or receive will be treated as confidential which means that you will not usually be provided with a copy (LI, PI).

- If we hold safeguarding or child protection information about you, we will share that with your next school (LI, PI, LO).

- We may pass on information to your next school which they need to look after you, for example, information about any concerns we have had about your welfare (LI, LO, PI).

- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams (LI, PI). We may share your public exam results with your parents (LO, PI).

- If someone makes a complaint about how the School has behaved we may need to use your personal data to deal with this appropriately. For example, if your parents complain that we have not looked after you properly (LI, PI).

- If one of your teachers hasn't done their job properly and this has affected you, we may need to use your personal data to investigate. We might also have to share your personal data with the government if it becomes involved, for example, if they need to decide if the teacher should be able to teach anymore (LI, PI, LO).

- The School may share information about you with the local authority for the purpose of the preparation, implementation and / or review of your Education Health and Care Plan (LI, PI, LO).

- We may use your personal data in connection with legal disputes (LI, PI, LO).

- We may need to share information about you with the police (and/or other law enforcement agencies) and/or our legal advisers, if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at School or if there is a burglary (LI, LO, PI).

- We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your personal data with them if this is relevant to their work (LI, PI).

- If you have misbehaved in a serious way, we may need to share your personal data with the police (and/or other law enforcement agencies) and we may need to use information about the action taken by them (LI, LO, PI).

- We may share some information with our insurance company to make sure that we have the insurance cover that we need, or in connection with an actual or possible claim (LI, PI).

- If the School is dealing with a request for information, query, or complaint, we may need to share your personal data with the other people involved, such as, other students and their parents (LI, PI).

- Parents who are based outside of the UK will sometimes choose someone to act on their behalf during the admissions process (an overseas agent). If this applies to you, your parents may provide information to the overseas agent so that he or she can pass this on to the School. The School will sometimes share information with the overseas agent, for example, we may send them the letter telling your parents that we are offering you a place so that they can pass this on to your parents (LI).

- We will share information about your academics (e.g. progress in lessons) and (where fair) information about your behaviour with your parents or education guardian so they can support your schooling (LI, PI).

- If you have behaved badly in relation to one of your classmates (e.g. we suspect bullying) then we might share information with that student's parents (e.g. what sanction you have been given) (LI, PI).

- If ever in the future, we are considering restructuring the charity which operates the School, we may share your personal data with the other parties involved and with the relevant professional advisors (LI).

- We will monitor your use of email, Google Workspace, the internet and mobile electronic devices e.g. iPads.

    - In certain circumstances we will look at the content of your messages (e.g. emails and text messages) and you electronic devices. We monitor and look at your use of technology (e.g. your use of the internet) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons.

    - If you would like more information about this you can read the Digital Guidance and Acceptable Use Policy or speak to your form tutor. The monitoring we do is carried out using computer software which will automatically alerts relevant pastoral staff to tell us if something doesn't seem right. (LI, PI).

- You might have seen that the School regularly publishes photos and videos of our students. If we take a photo or video you, we might put this on our website, on our social media pages or in our prospectus. We do this to show prospective students what we do here and to advertise the School (LI).

- We may continue to use these photos and videos after you have left the School (LI).

- If we would like to use a photo or video in a more unusual or high profile way (e.g. on a banner or billboard) we will speak to you about this first.

- Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson (LI, PI).

- If you have concerns about us using photos or videos of you please speak to your form tutor.

- We may use your personal data in order to help make the School better. For example, after you have left the School we might send you information about fundraising (LI). For more information, please see our Alumnae, Friends and Supporters Privacy Notice on the School website. https://theabbey.co.uk/policies/

- We publish our public exam results, sports fixtures and other news on the website and put articles and photos in the local news to tell people about what we have been doing (LI).

- We will keep your contact details when you leave so we can keep you updated about what is happening at the School, to tell you about events and activities and find out how you are getting on. We may also pass your details onto the Development and Engagement office to join our "AbbeyConnect" alumnae platfrom. Further information on the alumni association can be found here https://theabbey.co.uk/alumnae (LI). For more information about how we use your personal data after you have left the School please see the Alumnae, Friends and Supporters Privacy Notice on the School website. https://theabbey.co.uk/policies/

- The School must make sure that our computer systems are working well and are secure. This may involve information about you, for example, our anti-virus software might scan files containing information about you (LI).

- Sometimes we hire someone from outside of the School to provide activities. For example, this could be a teacher who does not normally work for the School or it could be a company that provides outdoor activities. We may share your personal data with them, for example, to tell them what sports you are good at (LI, PI).

- Some of the records the School keeps and which contain your personal data may be used by the School (or by someone else such as the government) to check that the School has been a good school (LI, PI).

- We also keep some information forever for archiving purposes and for historical research purposes. This includes the School's legitimate interest in keeping a record of what the School was like in the past.

    - For example, we keep some old photos so that we have a record of what the School was like in the past as this helps get people interested in the School's history.

    - Information held in our archive may be made publicly available but this would only be done in compliance with data protection laws. Please speak to your form tutor if you would like more information (LI, PI).

- We will share your personal data with the governors of the School if it concerns something they should know about or the information will enable them to fulfil their role as a governor. For example, this will apply if you have done something really well or if there is a problem at the School they need to know about (LI, PI).

We will only share your personal data with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
As you will see from the information above, in some cases we will rely on more than one lawful basis for using your personal data.

We use service providers to handle personal data on our behalf for the following purposes:

- IT consultants who help run the School's computer systems. For example, they might need to access a file containing personal data when investigating a fault or checking the security of our IT network;
- caterers may have information about any food allergies or intolerances that you have;
- we use software, apps and websites to help us with teaching, and to help us provide pastoral support to you and other students.; and

- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

If you have any questions about any of the above, please speak to your form tutor.

Consent

We may ask for your consent to use your personal data in certain ways as an alternative to relying on any of the lawful bases above (e.g. LI or PI). For example, we may ask for your consent to send you information about a fundraising event by email.

If we ask for your consent to use your personal data you can take back this consent at any time. But any use of your personal data before you withdraw your consent remains valid. Please speak to your form tutor if you would like to withdraw any consent that you have given.

Sending information to other countries

When the School sends personal data outside of the UK, we have to consider if the other country has the same level of protection for personal data as there is in the UK. Some countries are considered by the UK Government to have adequate rules and this includes all of the European Union and some other countries, such as, New Zealand, Norway, Switzerland and Argentina.

The School sends your personal data to countries with adequate rules when we:

- go on a trip to France and share your personal data with activity providers and the hotel; and
- store your personal data in cloud computer storage with servers in Ireland.

In certain circumstances, we may send your personal data to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may:

- store your personal data in cloud computer storage with servers in the USA]; and

We will provide you with additional details about where we are sending your personal data, whether the country has an adequacy finding and if not the safeguards which we have in place outside of this privacy notice.

If you have any questions about the safeguards that are in place please contact the Data Protection Lead.

For how long do we keep your personal data?

We keep your personal data for as long as we need to in order to educate and look after you. We will keep a lot of information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In some cases we may keep your personal data for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.
Please see our Information and Records Retention Policy for more detailed information. This can be found on our website here https://theabbey.co.uk/policies.

What decisions can you make about your personal data?

Data protection legislation gives you a number of rights regarding your personal data. Your rights are as follows:

- **Correction**: if personal data the School holds about you is incorrect or incomplete you can ask us to correct it.
- **Access:** you can also ask what personal data we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and who we have sent it to.
- **Deletion:** you can ask us to delete the personal data that we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your personal data to you or to a third party in a format that can be read by computer in certain circumstances. This applies where (a) the personal data has been provided by you; (b) the basis that we are relying on to process your personal data is consent or contract (please see "Our purposes and lawful bases in more detail" above); and (c) the personal data is being processed by us on a computer.
- **Restriction:** you can request that we restrict how we use your personal data in certain circumstances. Please contact your form tutor if you would like to know more.
- **Object:** you may object to us using your personal data where:

    - we are using it for direct marketing purposes (e.g. to send you an email about a fundraising opportunity);
    - the lawful basis on which we are relying is either legitimate interests or public task. Please see the section "Our lawful bases for using your personal data" above;
    - if we ever use your personal data for scientific or historical research purposes or statistical purposes.

Your form tutor can give you more information about your data protection rights.

Further information and guidance

Your form tutor can answer any questions which you might have.

Like other organisations we need to keep your personal data 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.

Please speak to your form tutor or another member of staff if:

- you would like to exercise any of your rights listed above; or
- you would like us to update the information we hold about you; or
- you have any concerns about how your personal data is used or shared.

The Data Protection Lead is in charge of the School's data protection compliance. You can ask your form tutor to speak to the Data Protection Lead or speak to the Data Protection Lead yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If we ask you to tell us something and you do not do so then this may make it more difficult for us to teach and look after you and others.

You have a right to lodge a complaint with the Information Commissioner's Office (ico.org.uk). The ICO is the data protection regulator which means that they enforce the rules that we have to obey. If you have any concerns about how we have handled your personal data, we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right.