



Yateley Manor School Ltd

**Data Privacy Notice:
Pupils aged 13 years and over**

Rev.	Date	Amendment	Approved By:	Authorised By:
0	Jan 2018	Creation of Notice	JL	RU

Title: Data Privacy Notice – 13YO+			
Ref.:	GDPR1	Rev.: 1	Date: May 2018

Introduction

This privacy notice will be provided to you at the time your personal data is being collected and explains what we are going to do with your data. You are receiving this notice as you are over 13 years old and mature enough to make decisions about your personal data.

Personal data will be used (sometimes called “processed”) for the purposes of allowing you to make the best of your time at Yateley Manor. This means information such as your name, date of birth, address, exam results, medical details and behaviour records will be stored and used by the school.

Legal basis for collecting personal data

In order to collect data the school needs to have a good reason for doing so. The school will have what is called a “**legitimate interest**” for processing basic personal data.

The School relies on legitimate interests for most of the ways in which it uses your data. It will not use your data if it is unfair to you.

The School has a **legitimate interest** in:

- Providing you with an education.
- Safeguarding and promoting your welfare and the welfare of other children.
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to fund bursaries or new buildings.
- Allowing for the efficient running of the School.
- Ensuring that all relevant legal obligations of the School are complied with.
- In addition your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by you or one of your fellow pupils.

If you object to us using your information where we are relying on our legitimate interests as described above please speak to your form tutor.

Other legal grounds

The school also processes data under the categories of:

Legal Obligations - Where we are bound by law to report on incidents to the police or local authority or comply with a government rule.

Vital Interest - When acting in good faith to prevent someone being seriously harmed or killed.

Some data we need an additional reason to process that data. This is called *Special Categories* and includes personal data on racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, and some health information.

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If at any time Yateley Manor asks for your consent to use personal data in a certain way you will always be able to withdraw your consent. However any data used before consent is withdrawn will continue to be used.

Why do we collect your data?

Data is used in many ways to help you develop, below are a few examples of what we do with your data:

- We may need to tell the appropriate teachers if you suffer from a medical condition or may need additional help with some day to day tasks.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- Depending on where you will go when you leave us we need to provide your information to other schools or colleges.
- We may share information about your exam results and provide references to your next school. We may need to pass on information which they need to look after you.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may use photographs or videos of you for the School's website, 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 you have left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson or a science experiment.

Sharing your data

The school may share your data with people or organisations who have contracts with the school and who have satisfied the school that precautions, systems and procedures for dealing with data are in place and to a high standard. These include:

- School Governing Bodies e.g.: School inspectors
- Local Government Bodies e.g.: Hampshire County Council
- School Photographer
- IT software provider (in relation to school management system)
- Other schools for entry into competitions

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises, should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it is required.

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How long will we keep your personal data?

We keep your data for as long as we need to in order to educate and look after you.

We will keep some personal data after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your 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 ask your form tutor if you would like to know specific time periods for keeping data.

Your Rights

Individuals have rights under Data Protection Law to access and understand personal data about them held by the school, and in some cases ask for it to be deleted or changed or for the school to stop processing it.

Yateley Manor believes that our 13 year old pupils have sufficient maturity to understand the request they are making. Normally a parent will be generally entitled to make a subject access request on behalf of a pupil but the information requested is always considered to be the pupils' at law.

Any individual wishing to raise a "Subject Access Request" to view or amend their personal data, should put their request in writing to the Data Protection Officer.

All information requests from parents on your behalf will therefore be considered on a case by case basis. Each application must be made on an individual basis and not as a group family request (if more than one pupil attends).

The school will try to respond to any such written requests as soon as is reasonably possible and in any event within legal time-limits, which is 30 days in the case of requests for access to information.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other people, or information which is subject to legal rules. The school is also not required to disclose any pupil examination papers, nor any confidential references given by the school for the purposes of the education, training or employment of any individual.

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What can I do about my data?

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

Any comments or queries on this policy should be directed to the Data Protection Officer using Dataprotection@yateleymanor.com or to the School Bursar Bursar@Yateleymanor.com

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows: ICO helpline is 0303 123 1113.

We see the provision of personal data as necessary to properly manage your time at Yateley Manor and for the school to fulfil its obligations to you.

There is no automated decision making or profiling involved handling this data.

May 2018