



Privacy Notice for Senior School Pupils Over the Age of 13

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Equality, Diversity and Inclusion Check for new/updated Policy completed by (committee/date): Bursar, February 2023

Documentation Distribution

Please delete as applicable

All staff / volunteers	Y
Governing Body	N
Parents on request	N
Published on School website	Y
ISI requirement to be available on request	N
ISI requirement to be on School website	N
Parent Portal	N
Staff Hub	N
ISI Portal	N
Limited Internal Use Only (state recipients)	

This policy is considered a 'live' document and will be updated as statutory guidance is released

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Vision, Mission and Values

Our Vision

Where every child finds joy in their pursuit of brilliance

Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Our Values

Be Compassionate

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

Be Courageous

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

Be Curious

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

Be Conscientious

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

Policy Principles/Aims:

This notice deals with two sources of data, that obtained directly from you and that obtained from others or elsewhere.

Statutory Guidance:

Associated Trust Policies:

Overview Privacy Notice

- I. This notice deals with two sources of data: that taken directly from you and that taken from others or elsewhere.
- II. This privacy notice should be read in combination with the 'Overview Privacy Notice' and the introductory paragraphs of the 'Privacy Notices' section on the School's website.
- III. This privacy notice will be provided to you at the time your data is being collected, if it is being taken directly. This means you get this when the School requests your data from your parents or guardians, or within one month. This policy will thereafter be available on both Mybedes and the Trust website.
- IV. Data will be processed for the purposes of allowing you to make the best of your time at Bede's school. The School therefore has what is called a "legitimate interest" (valid reason) for processing basic and sensitive personal data. The data the School holds will be the minimum it requires to allow you to thrive in your years here.
- V. The School will share your data where relevant with the following companies who have contracts with the School and who have equalled the School's precautions, systems and procedures for dealing with data, these are:
 - a) Holroyd Howe, Trust caterers
 - b) Gillman and Soame, Trust photographers
 - c) Quintin Medical Centre, Trust Health care service provider
 - d) MyConcern and AS Tracking, Trust's Pastoral system
 - e) Microsoft, Google and the Trust IT software providers
 - f) iSAMS and PASS, Trust Management Information System
 - g) Unifrog (for UCAS data)
 - h) Shopify, Trust Shop
 - i) Marsh, the Trust's Insurance Brokers
 - j) MyBedes, SOCS, Evolve
 - k) Sussex County Cricket Club, Independent Schools Football Association, East Sussex Football Association, Southern Counties Hockey Association
 - l) Transport providers
- VI. 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.
- VII. The retention period for pupil data will be until you reach the age of 25, [and/or be modified by any other legal obligation the Trust finds itself under], for further details on the Trust's retention policies please refer to the Trust Retention of Records Policy available on both Mybedes and the Trust website.
- VIII. 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.
- IX. You can complain at any time about how the school has handled your data. The Information Commissioner is available through the ICO helpline at 0303 123 1113. It should be noted that the ICO recommends that steps are taken to resolve the matter directly with the School prior to involving the regulator, please refer to the school's Overview Privacy Notice for further details.
- X. We will obtain the data the School requires from you or from your parents or guardians, should we need data from other sources we will contact you.

- XI. We see the provision of personal data as necessary to properly manage your time at Bede's Trust and for the school to fulfil its obligations to you.
- XII. There is no automated decision making or profiling involved handling this data.