

# PRIVACY POLICY

Be unique  
Be inspired  
Be transformed  
#bemore



Chatmore International School (“Chatmore” or “the School”) holds certain personal information about you and your child in the usual course of its educational commitments. Maintaining the security of your data is a priority at Chatmore. We are committed to respecting your privacy rights and to ensuring full compliance with our obligations under the Personal Information and Privacy Act (“PIPA”).

### **What personal information is collected?**

Personal information is information that identifies you and relates to you, e.g. information about your family circumstances, your financial information and photographs of you, academic performance records, etc. We may also process sensitive personal information such as ethnic group, religious beliefs, relevant medical information and biometric information in the form of fingerprint recognition.

Your personal information will usually be collected directly from you, such as from an admissions form, but may be passed to the school by third parties, such as your child’s previous school, doctors and other professionals.

### **Why we collect the information and what we do with it**

Chatmore’s primary reason for using your and your child’s personal information is to provide educational services to your child. All personal information received is processed strictly in accordance with PIPA in order to:

- support your child’s teaching and learning;
- monitor and report on your child’s progress;
- collate and publish examination results;
- provide appropriate pastoral care;
- communicate with former students;
- provide references for school transfers and college/university applications;
- monitor email communications and internet use for the purpose of ensuring student compliance with the School Rules and ICT Usage Policy;
- where appropriate, promote the School through our prospectus, website and social media, or for press and media purposes (including through the use of photographs or images); and,
- other reasonable purposes relating to the operation of the School.

Unless you have requested otherwise, the School may use your contact details to send you promotional and marketing information by post and email about the School and about carefully selected third parties.

Medical information about pupils may be processed so that staff will be able to respond appropriately in the event of a medical emergency and in order to safeguard and promote the welfare of your child. Biometric information about your child may be processed to enable your child to purchase items from the School or access certain facilities or amenities, such as the provision of hot lunches.

Financial information including information obtained from third parties such as credit reference agencies may be processed in order to verify your identity, facilitate fee payment

and to assess applications for the award of a bursary. The School may also process information about the payment of fees at the School and share this information with other schools.

### **Who we share your personal information with and why**

From time to time the School may pass your personal information (including sensitive personal data) to third parties, including local Government bodies, private institutions offering scholarships and awards, independent school bodies such as Edexcel, BTEC, health professionals and the School's professional advisers, who will process the information:

- to enable relevant authorities to monitor the School's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the School (and where relevant, on behalf of individual pupils);
- to safeguard your child's welfare and provide appropriate pastoral (and where relevant, medical and dental) care;
- where specifically requested by you or your child;
- where necessary in connection with learning and extra-curricular activities undertaken by your child, including the School's IT systems or online systems;
- to enable your child to take part in national and other assessments and to monitor their progress and educational needs;
- to obtain appropriate professional advice and insurance for the School;
- where a reference or other information about your child is requested by another educational establishment or prospective employer to whom they have applied;
- where otherwise required by law; and
- otherwise where reasonably necessary for the operation of the School.

### **How long we keep your personal information**

We will continue to hold personal information about you and your child even when your child is no longer a pupil at the School for statistical purposes and to provide references.

Any photographs or videos of you or your child at School events may continue to be used for promotional purposes after your child has left the School. We will also keep details of your address when your child leaves the School so we can find out how your child is progressing, continue to send you information about the School for promotional, fundraising and marketing purposes.

### **Your rights with respect to your personal information**

You and your child have certain rights under PIPA, including a general right to be given access to the personal information that Chatmore holds about you and your child, to check the accuracy of that information, and where necessary, to have any errors corrected.

Please contact the School in writing if you wish to access your personal information or that of your child.

**How we protect your personal information**

We have implemented security policies and technical measures to protect the personal information we collect consistent with PIPA. These security measures are designed to prevent unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss of your personal information or that of your child.

**Further questions**

If you have any queries about this Notice or how personal data is processed by the School, please contact Andrea Cann, at [fitkids@chatmore.org](mailto:fitkids@chatmore.org).