St Mary's School
CAMBRIDGE

Privacy Notice for Pupils

This policy is the responsibility of Head of HR and Compliance

Last review: March 26

Next review: March 28

Overview

St Mary's School, Cambridge (the School) is a company limited by guarantee (company number 1840431, registered charity 290180). We take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law.

In the course of your work undertaken for the School, we will collect, use, store and process personal data relating to you as a pupil. This makes the School a data controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

How we use your information

This notice contains the key information about how and why St Mary's School, Cambridge ('the School') collects your personal information and what we do with that information. Your parents have a copy of the full School Privacy Notice, and it is also published on the School website.

Personal information is information that identifies you and relates to you. For example, information that your parents provided to us when you joined the School, your school reports, results of examinations you have taken, references from your previous school, information relating to your university applications and any medical information that we need to know (e.g. if you have an allergy). Photographs and videos of you also count as your personal information.

If you want to find out more about how we use personal information, you should read the School Privacy Notice, or you can ask your parents or form tutor who can find out more information for you.

The School Privacy Notice covers additional points, such as:

- the rights you have including what decisions you can make about your information;
- for how long we keep your personal information;
- our legal grounds for using your personal information.

Our main reason for using your personal information is to provide you with an education and to look after you and support you with the other activities that you may take part in throughout your time here.

Below are some examples of the different ways in which we use your personal information, where that personal information comes from and who we may need to share it with. We are required to keep your personal information safe and to only share it outside the School when we have a good reason to do so or if we are required to share it by law. Some information about you is kept confidential and only shared with people who need to know the information (e.g. confidential medical information).

- When you join the School, we get information from you, your parents and your previous school. We share some of that information with your teachers and other staff in the School who need it to teach you and to support you. Personal, educational, medical, welfare and Learning Support information is uploaded onto the pupil management systems to allow staff to meet your needs.
- We are required to monitor pupil internet use on the School network to make sure that you are not accessing sites which are not permitted or may be causing you harm. This monitoring is done by using software that triggers if an inappropriate site is accessed. A log is kept by IT and shared with the Deputy Head – Pastoral & Boarding. In certain circumstances we will look at your school email, but we will only do this if we have a good reason to do so (e.g. if we think you are at a risk of harm or if you have broken school rules). Further information can be found in the Pupil Internet and IT Acceptable Use Policy.
- Some of your medical information is given to us by your parents when you join the School. It is only shared with those who need to know (e.g. other staff if you have an allergy, they need to be aware of, or your tutor if they need support you). We may also get information from your doctors and other professionals where we need this to support you. If we need to make a referral, we will share information about you with external agencies (e.g. your GP, Social Care, the Child and Adolescent Mental Health Service etc).
- We share information about any allergies or medical/religious food requirements/preferences with our catering staff and with other third parties when you go on school trips.
- We record your attendance and behaviour and will share your academic and (if necessary) your pastoral records with your parents.
- We will provide information about you for references that you may need. For example, if you go to another school or for your university.
- When you take public examinations (GCSE, A Levels, etc) we are required to share information about you with examination boards so that they can process your entry and results. They will keep a record of your results and any other examination services that you request or require. For example, if you require extra time in an exam or if you request a review of marking. We may also share your achievements with your previous school or any connected third party (e.g. Royal Springboard).
- We will be required to report some of your information to the government (e.g. the Department for Education) or share it with Inspectors (in particular the Independent Schools Inspectorate). We will need to tell the Local Authority and/or Safeguarding Children Partnership Board (SCPB) that you attend the School, if you leave the School or let them know if we have any concerns about your welfare.
- We may use photographs or videos of you for the School's website and social media sites, local news, prospectus and other marketing and teaching materials to promote the School. We may continue to use these photographs and videos after you have left the School. We also use photographs in our publications. You, or your parents, can tell us at any time if you do not want your photograph taken or a video of you to be made or if you do not want to be included in social media or on the School website but we will not be able to change printed publications. Sometimes we may ask you and your parents for consent to use an image or video of you, for example, if an organisation other than the School wishes to use an image of you in their publications. We use a third-party photo sales company to enable parents to purchase photos.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms or lavatories. Please see the CCTV policy.
- If someone makes a complaint, we may need to use your information to ensure that we deal with this properly.

- We may keep some of your personal details (e.g. name, address, email address) when you leave the School and become an alumna, so we can keep in touch with you and send you information about the School. For example, information about alumnae events and we will also keep you updated about school news.
- Some information will be shared with peripatetic teachers if you have private music lessons.
- On occasion, your personal data (usually only your name and any achievements) may be shared with the Governing Body.
- If you are from another country, we must make sure you have the right to study in the UK and may need to provide your data to UK Visas and Immigration.
- We may share data with third party companies, such as web applications, to assist you in your teaching and learning.
- Third party 'cloud computing' services are used to store some information.

Contact or Complaints

The Head of HR and Compliance is the data protection co-ordinator at the School.

If you have any questions about how we use your personal information, you can ask your form tutor to speak to the Head of HR and Compliance or speak to him yourself. Alternatively, you can speak to your parents who will talk to us on your behalf.

If you consider that we have not acted properly when using your personal data, then you should notify the Bursar and use the School complaints procedure. You can contact the Information Commissioners Office (ICO) at ico.org.uk although the ICO recommends that steps are taken to resolve matters with the School, before involving the regulator (ICO).