



**How We Use Your Information**  
**Privacy Notice for Pupils - Years 7-11 (Key Points)**

---

**Independent Day School for Boys and Girls**

## Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at School and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the School's website and can be found here <http://www.ballardschool.co.uk/school-policies.html>. You can also obtain 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:

- the rights you have in your information including what decisions you can make about your information;
- for how long the School retains your personal information; and
- our legal bases for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and from where that personal information comes.

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. 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 information 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 let them know if we have any concerns about your welfare.
- We will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We will use photographs of you for school administration purposes. We may use photographs or videos of you for the School's website, social media sites or to advertise the School but we will ask your consent for this. We may continue to use these photographs and videos after you have left the School. If you have concerns about us using photographs or videos of you, please speak to your Form Tutor.

- Sometimes we may use photographs 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 and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- 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 bulletin.
- We will keep details of your address when you leave so we can send you alumni news and find out how you are getting on. Further information on the alumni association can be found on the school website. <http://www.ballardschool.co.uk>.

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice, and the School Data Protection Lead, Mr Harris can give you more information.

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

Staff name: Antony Harris

Policy written: May 2018

Review date: May 2019