

## Haberdashers' Monmouth Schools Privacy Notice – Pupil Version

The school keeps information about every pupil. That includes such things as your name, your photo, and your age, along with more detailed information such as your school reports and whether you have any medical conditions like hay fever or a food allergy. The law calls this your **personal data**.

The school keeps this information for several reasons. The main reason is to keep you safe and well. Other reasons include helping the school to give you an education that fits your interests and ability.

Thinking about school reports for example, every time you have a new teacher they need to look back and see your previous reports and grades so that they can give you lessons with an appropriate level of difficulty. However, those reports should only be seen by you, your parents, and your teachers. You don't want everyone reading your school reports. The law calls this **data protection**.

The law allows us to use your personal data to keep you safe and educate you. If we want to use it for something else, for example to share a sports photo on social media, we may need to ask you, or your parents, for permission. If you give permission you have the right to change your mind later.

There are several laws that set the rules for personal data protection. The main one is the **UK General Data Protection Regulation**, known as **GDPR**.

The GDPR law gives you several rights over your personal data. These are explained in the school's **Privacy Notice**, you can find the long version on a link from the home page of the school web site. Here is a shorter version:

- 1) You have the right to expect that the school will obey data protection law;
- 2) Your personal data will only be used to help keep you safe and provide your education;
- 3) The school will only keep the personal data it actually needs, nothing extra;
- 4) Your personal data record must be accurate;
- 5) Once the school no longer needs your data it will be deleted;
- 6) The school will keep your data secure and not share it with anyone who should not see it;
- 7) The school will keep notes to show that it has complied with the law.

There are also some things that you can do yourself, these include:

- a) You have the legal right to know that the school keeps personal data about you. That is the purpose of this Privacy Notice.
- b) You, and your parents, have the right to see most of the personal data that the school keeps about you. Sometimes there is personal data that you will not be allowed to see, for example if it is needed to keep someone else safe. You are only allowed to see personal data about yourself.
- c) If you think any of the information we have is wrong you can ask to have it corrected.
- d) After you leave the school you can ask to have your school record deleted.
- e) You, or your parents, can ask to have a copy of your school record sent to a new school, or someone else who needs it to help you.
- f) You have the right to object if you think the school is not using your data properly.

The long version of this notice can be found here [www.habsmonmouth.org/information/privacy-notice/](http://www.habsmonmouth.org/information/privacy-notice/)

The person in charge of data protection in school is the Bursar. If you have any questions about your personal data please ask your Tutor or Pastoral Lead.