

How the School Uses Your Personal Data

A Guide for Pupils Aged 12 Years and Over

General Statement

Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. Once a pupil is 12 years old, they may be considered mature enough to understand these rights themselves rather than relying on their parents or guardians.

The law about data protection means that we (Davenies) have to tell you what information we have about you. The law also says that when you are mature enough (and if you understand what is in this Guide, we will assume that you are mature enough) we will tell you directly about this information and not just tell your parents.

This Guide explains how we collect, store and use personal data about you while you are at Davenies and in the future after you have left the School.

Data Controller



We, Beaconsfield Educational Trust Ltd operating as Davenies School (“the School”), are known as the ‘data controller’ for the purposes of data protection law.

You may remember from Thomas the Tank Engine that the Fat Controller was in charge. When it comes to your data Davenies is known as the Data Controller which means we are in charge of your information and responsible for keeping it safe.

The Personal Data we hold

We’ve got a lot of information about you. From even before you joined the School we had information provided to us by your parents or Guardians and since you have been with us we have gathered new information every year. It is important you know what data we hold, so here is a list of many of the different things we know about you:

- personal details such as where you live, your email address or phone number, when your birthday is, which country you were born in, what languages you speak and who your parents, or Guardians are
- identification documents such as your birth certificate or passport
- information about your performance at school including marks throughout your time here and any exam results
- medical records and information, including details of anything we need to know to make sure we can keep you safe. For example, if you have asthma or if you are allergic to anything. We also have notes about any accidents that may have happened to you while you have been at the School.

- if we have had to help you with anything to keep you safe or to support you through any tough times, we keep records of that
- we also need to know if we have had to give you any extra help in lessons
- sensitive personal data such as your religious beliefs
- photographs and videos of you
- CCTV images from around the School

Sometimes other people, such as other schools you have been at, give us information that we also keep.

Why we use this Data

We use this data to help you while you are at Davenies with things like:

- lessons
- your safety
- communicating with you
- to show other boys what it is like to be at Davenies
- to help us run the School for you

Our legal basis for using this Data

We all have to obey the law and, in the case of protecting your data Davenies has to tell you how we are doing that. The reason is 'Performance of a Contract'. Really what that means is that Davenies is paid to provide you with an education and to make sure we keep you safe. That is the contract we have with your parents and why we have so much information about you.

Some of the data we have, like medical information, is special. That means it is sensitive or could be more harmful to you if someone else found out about it. When we have information that is special we have to get consent from you.

Collecting this Data

A lot of this data was given to us when you joined the School. Since you have been at the School we have also kept more information about you. If we ever ask for information from you we will always tell you if you have to tell us or if you can choose not to.

How we store this Data

Most of the data we have about you is either in an electronic file or on paper (yes, we do still use paper!). We keep the electronic files in the School's database (we call it a Management Information System or MIS) and all the paper is stored in big filing cabinets. Sometimes the law means we have to keep some of your information even after you have left Davenies.

We do keep your information secure. Our IT team look after it properly on the network and all the filing cabinets, rooms and buildings are properly locked. We also have to make sure that all your teachers and the other people who work for Davenies are all taught about Data Protection.

Data Sharing

Mostly, we will keep all your data ourselves although sometimes we will need to share it with other people or businesses. Some examples of when we need to share your data are:

- For you to use the online apps and software in your lessons
- If we think that you or a member of staff are at risk
- Sometimes we have to co-operate with other agencies to:
 - check how well we are doing as a school
 - put together statistics that will help us understand how to do better, although we would not usually need your name when putting together these statistics
 - ensure you are kept safe and well
 - if your parents ask us to
 - so that you can take part in assessments and examinations
- So that you can take part in trips, visits, music lessons or extra-curricular activities
- When you are going to another school we may send them information about you
- We ask other companies to support us such as IT support or catering

We will also share personal data with the police or the Government when we are legally required to do so.

We may also share personal data with emergency services, for example the Fire Brigade or Ambulance Service and local authorities to help them to respond to any emergency situation that may affect you.

Your Rights regarding Personal Data

You have a right to make a '**subject access request**' which allows you to ask the School about the information it keeps about it. The law says that the School must respond to any subject access request within one month.

We will share your information with your parents and will assume that we do not need to ask you if we can do so. However, if you raise a concern, confidentially, with a member of staff and ask us not to tell your parents, we will have to consider what is in your best interest and what is required by law.

If you would like to make a subject access request please contact the Bursar.

Other Rights

Under data protection law, you have certain rights regarding how your personal data is used and kept safe:

- You may object to your personal data being used if it is causing you distress
- If you don't want us to keep in touch with you after you have left the School, you can ask for some of the information to be deleted, although you must understand that the law also requires us to keep certain details, such as medical records, for other reasons
- You don't want decisions being made about you by a computer or machine, rather than by a person
- If you think the information we have is inaccurate, you may ask for it to be corrected, deleted or destroyed, or you can ask us to limit what we use in the future
- You may ask for compensation for damages that have been directly caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Bursar.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of your personal information is unfair, misleading or inappropriate, or have any other concern about how we use your personal information, please contact the Bursar.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

For further information, see our *Data Protection Policy*. If you have any questions, please contact the Bursar: bursar@davenies.co.uk

Updated: **April 2018** – *This Policy has been reviewed in respect of GDPR (May 2018). Further amendments may be necessary in due course.*

Review: **Summer 2019, Bursar**