



REDMAIDS' HIGH SCHOOL

FOR GIRLS | BRISTOL

HOW WE USE YOUR DATA

PRIVACY NOTICE FOR SENIOR SCHOOL STUDENTS

Pupil Privacy Notice - Key Data

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

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

We encourage you to read the full version of our pupil privacy notice below which is also published on the School's website
<https://www.redmaidshigh.co.uk/about-us-school-policies>.

The full version below includes additional points, such as:

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

Our main reason for using your personal data is to provide you with an education.

Here are some examples of the different ways in which we use your personal data and where that personal data comes from.

- Admissions forms and website enquiry forms give us lots of personal data. We get data from you, your parents, your teachers and other pupils. Your old school also gives us data about you so that we can teach and care for you.
- Sometimes we get data from your doctors and other professionals where we need this to look after you.
- We may need to report some of your data to the government (e.g. the Department for Education). We will need to tell the Bristol City Council

Reviewed April 2021

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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 guardians so they can help with your schooling.
- We may use photographs or videos of you for the School's website, social media sites, in press releases, in adverts, at School open events or in the School prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama or sports lesson or as part of examination evidence or as part of remote learning on Teams.
- We publish our public exam results, leavers' destinations, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we/you have been doing.
- We use CCTV and minibus dashboard cameras to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you data to keep you up to date with what is happening at the School. For example, by sending you data about events and activities taking place (including fundraising events) and the School magazine. We will keep your contact details when you leave so we can invite you to join our virtual alumnae community; RHSA Connect. If you are a former student of either of our founding schools, then your details may also be passed to their respective alumnae associations (The Society for the Red Maids' School and The Old Girls' Guild for Redland High School). Full details are available from our Development Office at development@redmaidshigh.co.uk.

If you have any questions about how we use your personal data, please contact our Compliance Officer at privacy@redmaidshigh.co.uk or speak to your form tutor who will be able to help. Alternatively, you can speak to your parents who can talk to us on your behalf.

Reviewed April 2021

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Introduction

This notice is to help you understand **how** and **why** we collect your personal data and **what** we do with that data. It also explains the decisions that you can make about your own data.

If you have any questions about this notice please talk to your form tutor.

What is "personal data"?

Personal data is data that the School holds about you and which identifies you.

This includes data such as your name, date of birth and address as well as things like exam results, medical details, and behaviour records. We will also hold data such as your religion or ethnic group for the purposes of meeting your educational needs. CCTV, photos and video recordings of you are also personal data where they can be used to identify you.

Our legal bases for using your data

This section contains information about the legal reasons that we are relying on when handling your data.

The two tables below contain a general description of the different legal reasons. We have also used a colour code system so that you can see which reasons we are relying on for each of the purposes described at paragraphs 1 to 38 below.

Legitimate interests ("LI")

This means that the School is using your data when this is necessary for the School's legitimate interests or someone else's legitimate interests. We won't rely on this basis when your interests and fundamental rights override our legitimate interests. Specifically, the School has a legitimate interest in:

- Providing you with an education and making sure that you are behaving properly.
- Complying with our agreement with your parents for you to be at the School.
- Looking after you, your classmates and our staff (e.g. your teachers).
- Keeping the school buildings safe.
- Making sure that the School is well managed and that we protect the School's reputation.
- Telling people about the School and what we do here e.g. we may use photographs of you on the School's website, social media sites, in press releases, in adverts, at School open events or in the School prospectus.
- Ensuring that all legal obligations of the School are complied with (for example in relation to inspections).
- Using your data in connection with legal disputes.

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- Improving the School e.g. if we want to raise money to develop our facilities or to make sure that we are providing you and your classmates with a good schooling experience.

In addition your personal data may be needed for the best interests of others. For example, we may use data about you when investigating a complaint made by one of your fellow pupils.

Legal obligation ("LO")

The School might need to use your data for legal reasons, for example, to report a concern about your wellbeing to Children's Services. We will also have to let other third parties have your data such as the courts, the local authority or the police where legally have to.

Vital interests ("VI")

In some circumstances we may use your data to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Performance of a task carried out in the public interest (or carrying out public tasks) ("PI")

This is where what we are doing is for the benefit of people generally. The following are examples of where this applies:

- providing you and others with an education;
- safeguarding and promoting your welfare and the welfare of your classmates;
- making sure the School runs well; and
- ensuring that we meet all of our legal obligations.

There are also some other types of data, called special category data. These special categories include: personal data about racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, health data, and data about sex life or orientation. The School make sure that this data is looked after.

Substantial public interest ("SPI")

The School is allowed to use special categories of personal data where doing so is necessary for public interest. This is similar to "public interest" in the table above. For example, the School will use data about your health to look after you. We may also use other types of special category personal data about you to provide you with an education, to look after you and your classmates or when the School is inspected.

Employment and social protection and social security law ("ESP")

There will be times when the School needs to use your data because we are an employer (e.g. we employ your teachers). Also the School will use your data to comply with social protection law (e.g. to look after you) and social

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security laws. Social protection law is about preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests

In limited circumstances we may use your data to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims ("LC")

We are allowed to use your data if this is necessary in relation to legal claims. For example, this allows us to share data with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

Medical purposes ("MP")

This includes medical treatment and the management of healthcare services.

How and why does the School collect and use your personal data?

We set out below different ways in which we use personal data and where this personal data comes from. The letters highlighted in different colours below show the legal reasons why we use this data. Please see the section above for an explanation.

1. The School's primary reason for using your personal data is to provide you with an education - **LI**, **PI**, **SPI**.
2. The School will also use your personal data to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) - **LI**, **PI**, **SPI**, **ESP**, **MP**.

Admissions forms give us lots of personal data about you such as your name, contact details, disabilities, any particular difficulties you have with work, hobbies and interests, medical data (such as data about an allergy) and family circumstances. We get data from you, your parents, your teachers and other pupils. Your old school also gives us data about how well you did and any difficulties you had so that we can teach and care for you.

Sometimes we get data from your doctors and other professionals where we need this to look after you.

3. We will use data about you during the admissions process e.g. when marking your entrance exams and learning more about you from your parents before you join the School. We may let your old school know if you have been offered a place at the School - **LI**, **PI**, **SPI**.
4. We need to tell the appropriate teachers if you have a health issue - **LI**, **PI**, **SPI**.

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5. We will need to tell your teachers if you have special educational needs or need extra help with some tasks - LI, PI, SPI.
6. We will need to share data about you (e.g. about your health and wellbeing) with the School nurse or counsellor - LI, PI, SPI, ESP, MP.
7. If you suffer from an allergy we will use this data so that we can look after you - LI, PI, SPI, VI, MP.
8. If you suffer from a disability we will use data about that disability to provide support - LI, PI, SPI, ESP and in certain circumstances, MP.
9. Where appropriate, the School will have data about your religious beliefs and practices. For example, if you do not eat certain foods - LI, PI, SPI.
10. We use CCTV to make sure the School site is safe and minibus forward facing dashboard cameras to capture any footage in the case of an incident. CCTV is not used in private areas such as changing rooms - LI, PI, SPI.
11. We will be told if you receive free school meals so that we can provide these - LI, PI, SPI.
12. We record your attendance and if you have time away from the School we record the reason(s) why - LI, PI, SPI.
13. We will need to report some of your data to the government (e.g. the Department for Education). We will need to tell the Bristol City Council that you attend the School, if you leave the School or let them know if we have any concerns about your welfare - LI, LO, PI, SPI, ESP.
14. We are legally required to provide the Department for Education with certain data about you and your classmates. Some of this data will be stored on the National Pupil Database. Organisations can request data from the National Pupil Database which includes data about you. But they are only allowed to do this for limited purposes and they must be very careful about how they use your data. More information can be found here - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> - LO, SPI.
15. We may need to share data about you with the Health and Safety Executive (a government organisation) or with Public Health England if there is a health and safety issue at the School - LI, LO, PI, SPI.
16. We will need data about any court orders or criminal matters which relate to you. This is so that we can look after your welfare and wellbeing and the other pupils at the School - LI, PI, SPI.

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- 17.If you are from another country we have to make sure that you are allowed to study in the UK. Sometimes the government will ask us to provide data as part of our reporting requirements. In addition to this we have a duty to provide data about you to UK Visas and Immigration who are part of the government - **LI**, **LO**, **PI**, **SPI**.
- 18.Depending on where you will go when you leave us we will provide your data to other schools, colleges and universities, UCAS or potential employers. For example, we will share data about your exam results and provide references - **LI**, **PI**, **SPI**.
- 19.We may pass on data to your next school which they need to look after you, for example, data about any concerns we have had about your welfare - **LI**, **LO**, **PI**, **SPI**, **ESP**.
- 20.When you take public examinations (e.g. GCSEs) we will need to share data about you with examination boards. For example, if you require extra time in your exams - **LI**, **PI**, **SPI**.
- 21.The Learning Records Service (which is part of the government) will give us your unique learning number. We may receive details about you (e.g. your qualifications) from the Learning Records Service - **LI**, **PI**, **SPI**.
- 22.The School is sometimes inspected to make sure that we are continuing to be a good school. We will have to make your data available to the inspectors to help them to carry out their job - **LI**, **LO**, **PI**, **SPI**.
- 23.If someone makes a complaint about how the School has behaved we may need to use your data to deal with this appropriately. For example, if your parents complain that we have not looked after you properly - **LI**, **PI**, **SPI**.
- 24.The School may share data about you with the local authority for the purpose of the preparation, implementation and / or review of your Education Health and Care Plan - **LI**, **PI**, **LO**.
- 25.We may need to share data about you with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at School or if there is a burglary - **LI**, **LO**, **PI**, **SPI**, **LC**.
- 26.We use consultants, experts and other advisors to help run the School properly. We will share your data with them if this is relevant to their work - **LI**, **PI**, **SPI**.
- 27.If you have misbehaved in a serious way, we may need to share data with the police and we may need to use data about the action taken by the police - **LI**, **LO**, **PI**, **SPI**, **ESP**.

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28. We may share some data with our insurance company to make sure that we have the insurance cover that we need - **LI**, **PI**, **SPI**, **LC**.
29. Parents who are based outside of the UK will sometimes appoint someone to act on their behalf during the admissions process (an overseas agent). If this applies to you, your parents may provide data to the overseas agent so that he or she can pass this on to the School. We will sometimes share data with the overseas agent, for example, we may send them the letter telling your parents that we are offering you a place so that they can pass this on to your parents - **LI**.
30. If you need a visa to study with us then we will sometimes share your data with a company that helps us with our visa applications - **LI**
31. We will share your academic (to include appropriate SEN/disability data and assessments) and, where fair, your behaviour records with your parents/guardians so they can support your schooling - **LI**, **PI**, **SPI**.
32. Whilst on the school network, we will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This monitoring is done using computer software. Sometimes we will look at the content of your communications (e.g. what you write in emails). We monitor and look at your use of technology (e.g. your use of your Ipad) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. This is explained in the Student ICT and Mobile Device Acceptable Use agreement that you signed when you joined the school. <https://www.redmaidshigh.co.uk/about-us-school-policies> If you would like more information you can speak to your form tutor - **LI**, **PI**, **SPI**.
33. We may use photographs or videos of you for the School's website, social media sites, in press releases, in adverts, at School open events or in the School prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School and in due course add them to our school Archive. - **LI**.

Sometimes we use photographs and videos for teaching purposes, for example, to record a drama or sports lesson or for a remote learning session. These may be sent to the exam board for use as exam evidence. To find out more information you can look at the Taking, Storing and Using Images of Pupils Policy, available on our website: <https://www.redmaidshigh.co.uk/about-us-school-policies>. - **LI**.

If you have concerns about us using photographs or videos of you please speak to your form tutor.

34. We publish our public exam results, leavers' destinations, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we/you have been doing - **LI**.
35. We will keep your contact details when you leave so we can invite you to join our virtual alumnae network; RHSA Connect. Once you have signed up you can manage your own subscription and mailing preferences. If you attended one of our founding schools, your details may also be passed to the relevant alumnae association (The Society for the Red Maids' School and the Old Girls' Guild for Redland High School). This will depend on when you joined the school. Full details are available from the Development Office, contacted at development@redmaidshigh.co.uk - **LI**.
36. The School must make sure that our computer network is working well and is safe. This may involve data about you, for example, our anti-virus software might scan files containing data about you - **LI**.
37. From time to time, we may use a third party to provide activities and/or support such as an external sports coaches, peripatetic music teachers or learning support assistants and will need to provide your data with them to do their job. We may also share your personal data with other third parties such as travel providers, accommodation providers, host schools and families in order for you to go on residential trips and/or school exchanges - **LI, PI]**
38. We can keep data about you for a very long time or even forever if we need this for historical, research or statistical purposes and to develop our School's Archive to promote its history - **LI**.
39. The School is a charity which means that, in exceptional circumstances, we may need to share your data with the Charity Commission which checks how we are behaving as a charity - **LO**.

We will only share your data with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

To provide you with an education, we sometimes share your data with external educational companies, for example Hegarty Maths.

We sometimes use contractors to handle personal data on our behalf. The following are examples:

- a. IT consultants who might access data about you when checking the security of our IT network; and
- b. we use third party "cloud computing" services to store some data rather than the data being stored on hard drives located on the School site.

If you have any questions about any of the above, please speak to your form tutor.

Criminal offence data

In exceptional circumstances, we may use data about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where it is necessary to carry out our obligations, to exercise our rights or to look after our pupils.

More than one basis

As you will see from the data above, in some cases we will rely on more than one reason for a particular use of your data. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, if we become really worried about your wellbeing, we may start to rely on "legal obligation" to share personal data with the local authority as well as the other legal reasons for looking after you.

Consent

We may ask for your consent to use your data in certain ways as an alternative to relying on any of the reasons in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your personal data you can change your mind at any time.

Any use of your data before you withdraw your consent remains valid. Please speak to your form teacher if you would like to withdraw any consent that you have given.

Sending data to other countries

We may send your data to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may store your data on cloud computer storage based overseas.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

If the country that we are sending your data to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal data as there is in the UK. Where appropriate we will put in place additional safeguards.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please Compliance Officer.

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N.B. This section is subject to change due to the BREXIT deal. It will be reviewed once further details are known.

For how long do we keep your data?

We keep your data for as long as we need to in order to educate and look after you. We will keep some data after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your data for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention Policy for more information. This can be found on our website here: <https://www.redmaidshigh.co.uk/about-us-school-policies>.

What decisions can you make about your data?

The Data Protection Act 2018 gives you a number of rights regarding your data.

Your rights are as follows:

- **The right to be informed:** this privacy policy gives you clear data about how your data is used and what your rights are.
- **The right to rectification:** if data the School holds about you is incorrect you can ask us to correct it.
- **The right of access:** you can also ask what data we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra data, such as why we use this data about you, where it came from and what types of people we have sent it to.
- **The right to erasure:** you can ask us to delete the data that we hold about you in certain circumstances. For example, where we no longer need the data.
- **The right to data portability:** you can request the transfer of your data to you or to a third party in a format that can be read by computer in certain circumstances.
- **The right to restrict processing:** our use of data about you may be restricted to simply storing it in some cases. For example, if you tell us that the data is inaccurate we can only use it for limited purposes while we check its accuracy.
- **The right to object:** you may object to us using your data where:

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- we are using it for direct marketing purposes (e.g. to send you the School magazine or prospectus);
 - the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your data" above;
 - we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your class for historical reasons.
- **Rights in relation to automated decision making and profiling:** this is when machines/software make decisions based on rules about someone. This is not a process that the School undertakes but it is important to know it is still your right.

Your form tutor can give you more data about your data protection rights.

Further information and guidance

This notice is to explain how we look after your personal data. Your form tutor can answer any questions which you might have.

Please speak to your form tutor if:

- you would like to exercise any of your rights listed above; or
- you would like us to update the data we hold about you; or
- you would prefer that certain data is kept confidential.

The school's Compliance Officer can answer any queries you have on how your personal data is handled. You can ask your form tutor to speak to them or contact them yourself directly at privacy@redmaidshigh.co.uk. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If you consider that we have not acted properly when using your personal data you can contact the Information Commissioner's Office: ico.org.uk

Kate Doarks/Paul Dwyer/Lisa Brown/Richard Bacon April 2021

Review date April 2022

Produced in conjunction with:



Reviewed April 2021

Pupil Privacy Notice for Senior School Student 20.21

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