

CFBL's Privacy Notice for Pupils

Authorised by:	The Board of Governors of CFBL
Date:	WR 15 November 2022
Review Date:	A least <u>annually</u> November 2023 and/or following any updates to national and local guidance and procedures
Circulation:	Governors/all staff/volunteers, automatically Staff: on Staff shared drive > Policies + School website Parents/pupils > on request/School Website

WHAT THIS PRIVACY NOTICE IS FOR

This policy is intended to let you know how CFBL (also called the "School" in this document) is going to use your personal data. "Personal data" means information that relates to a person. We are providing you with this information because the law gives people rights to understand how their personal data is used. By "used", we mean how personal information about you is collected, held and shared.

Under the law, children who are 13 and older are considered mature enough to make certain decisions and requests about their data. CFBL has decided to treat all pupils in 3eme and 4eme as being over the age of 13, even if you aren't actually 13 yet.

CFBL's Privacy Notice Applicable to all Members of the School Community can be found on our website and complements this notice. In the event of any conflict or inconsistency between this Privacy Notice for Pupils and CFBL's Privacy Notice Applicable to all Members of the School Community, CFBL's Privacy Notice Applicable to all Members of the School Community will take precedence.

RESPONSIBILITY FOR DATA PROTECTION

The person responsible for data protection at the school is the Data and Systems Manager, and you can contact them by emailing dataprotection@cfbl.org.uk.

WHAT KINDS OF PUPIL DATA

The categories of pupil information that CFBL collects, holds and shares include:

- Personal information (such as your name, your date of birth and your address, which school you are coming from or leaving to);
- Information about you and your family's circumstances to safeguard your welfare and provide appropriate pastoral care;
- Characteristics (such as what languages you speak and your nationality);
- Admissions and attendance information, for example the reasons for your absences;
- Academic and disciplinary records, including references;
- Other relevant information provided by previous educational establishments and/or other professionals or organisations working with you;
- Correspondence with and concerning staff, students and parents past and present;
- Information about your health and any special needs; and
- Images and recordings of you during school activities, at school functions and performances (such as photographs, CCTV, videos, voice recordings)

WHY THE SCHOOL NEEDS TO PROCESS YOUR PERSONAL DATA

We collect and use this information to:

- allow or support your learning;
- allow or support extra-curricular activities;
- monitor and report your progress;
- ensure your welfare, safety and security;
- give and receive information and references about you, including relating to outstanding fees or payment history, to/from any education provider that you attended or where it is proposed you attend;
- assess the quality of and adjust our services;
- communicate about CFBL and proceed with our marketing activities;
- maintain the relationship with our school community including after you leave our School;
- enable you to take part in national or other assessments, and publish the results of public examinations or other achievements of pupils of CFBL;
- carry out or cooperate with any school or external complaints, disciplinary or investigation process;
- comply with the law; and
- where otherwise reasonably necessary for our School's purposes, including to obtain appropriate professional advice and insurance for our School.

Special Category Personal Data: In addition, CFBL will on occasion need to process special category personal data (concerning health, ethnicity, religion, sexual life or criminal records information), to:

- safeguard your welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of medical conditions or other relevant information where it is in your interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs;
- provide educational services in the context of any special educational needs that you have;
- provide moral education respectful of all beliefs;
- as part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN, health or safeguarding elements; or
- for legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

THE LAWFUL BASIS ON WHICH CFBL USES THIS DATA

A lot of pupil data is used in order to comply with other laws, for example about keeping a register of pupils. Other data is used for the purpose of allowing you to make the best of your time at School. CFBL will therefore have what is called a "legitimate interest" for processing the information. Finally, in some cases, CFBL uses the data only with your agreement (called "consent"), for example when putting a photograph, a soundtrack, a piece of work or a video of you on the School's website. If you give your consent, you are always allowed to change your mind later. To withdraw your consent at CFBL, you have to email communication@cfbl.org.uk.

HOW CFBL COLLECTS DATA AND WHO HAS ACCESS TO IT

CFBL receives most of the data from you and your parents or carers. In some cases, data comes from someone else such as another school. For the most part, data collected by CFBL remains within the School. Some data will be shared with your parents or carers.

Occasionally, CFBL needs to share the data with other organisations CFBL works with, such as professional advisers (for example the lawyers, insurers, accountants, school psychologist, speech therapist ...) or service providers (Clubs providers, travel agencies, ...), regulatory and government bodies (such as the DfE, the police or the local authority), the AEFÉ or support service providers (for example IT software providers/platforms and video conferencing platforms, the School's caterer).

Finally, sometimes data has to be transferred abroad, for example for a school trip.

CFBL keeps data only for so long as it is necessary to keep for a legitimate reason. The exact time data is kept depends on the nature of the information being kept.

YOUR RIGHTS

Under the law, you have the right to request access to information about you held by CFBL; however please be aware that CFBL is not obliged to provide certain data.

To make a request for your personal information, contact dataprotection@cfbl.org.uk.

You also have the right to:

- object to processing of your personal data
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

If you have a concern about the way CFBL uses your personal data, we request that you raise your concern with us first by emailing dataprotection@cfbl.org.uk . Alternatively, you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last review by management: November 2022