

CFBL's Privacy Notice for Pupils Under 13

Authorised by:	The Board of Governors of CFBL
Date:	WR 21.01.26
Frequency of review :	<u>Every 2 years or sooner if need be or following any updates to laws and regulations</u>
Next scheduled review:	December 2027
Circulation:	Governors/all staff/volunteers, automatically Staff: on shared drive >Staff > Policies + School website Parents/pupils > on request + School Website

This privacy notice is a short and easily accessible privacy notice aimed at pupils of primary school age and secondary school pupils under the age of 13.

WHAT IS PERSONAL DATA?

Personal data is information about you. This is information that could potentially identify you. This includes for example your name, your date of birth, your address and phone number.



WHAT PERSONAL DATA DOES THE SCHOOL COLLECT?

Your information, including your name, address and date of birth, your gender, the language you speak at home, certain food choices;

Your school grades and records;

Some biographical information (achievements, interests etc);

Safeguarding information;

Medical and special needs information;

Attendance records;

Photographs, videos, voice recordings and CCTV;

Information about your homelife.



WHY DOES THE SCHOOL NEED TO PROCESS YOUR INFORMATION?

We need this information to:

- know who is attending the school;
- provide you with education services;
- support your learning and enable you to take part in assessments;
- keep you safe and take appropriate action in the event of an emergency, incident or accident;
- give and receive information and references about you;
- carry out or cooperate with any school or external complaints, disciplinary or investigation process;
- comply with the law;
- where otherwise reasonably necessary for our School's purposes, including to obtain professional advice and insurance for our School;
- run our scholarship programme (if you decide to apply);
- maintain the relationship with our School community;
- assess the quality of our services and adjust them;
- communicate about CFBL and proceed with our marketing activities

A lot of pupil data is used in order to comply with 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 and CFBL will have what is called a "legitimate interest" for processing the information.

Finally, in some cases, CFBL uses the data only with your parents' 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. In some cases, data comes from someone else such as another school.

Who does School Share Your Data With?

Your parents.

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 MLF/AEFE, MEN, ...)

Support service providers (for example IT software providers/platforms, the School's caterer, ...)

Other schools and colleges you may wish to attend.

Sometimes data has to be sent abroad, for example for a school trip.



Where does School Keep this Data?

We keep this data within the school, in a large manner of ways. This could be in files under lock and key or on a computer or IT platform with strong security.



How long does the school keep this data for?

We often review our files to ensure we are only holding the documents we need. Once you leave the school, we may be required to keep some information about you.

YOUR RIGHTS

In certain circumstances:

- request access to information about you held by the School
- object to processing of your information
- prevent processing for the purpose of direct marketing
- have inaccurate information about you rectified, blocked, erased or destroyed.



Any questions, please contact the School's Data and Systems Manager (dataprotection@cfbl.org.uk) or the school's data protection officer, Judicium Education (dataservices@judicium.com).

Document Owner and Approval

The Legal Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

Audit trail

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