

CFBL PRIVACY NOTICE FOR PUPILS

WHAT THIS PRIVACY NOTICE IS FOR

This policy is intended to let you know how CFBL 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.

RESPONSIBILITY FOR DATA PROTECTION

The person responsible for data protection at the school is the Data and Systems Manager, and you can contact him/her 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)
- 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
- Information about your health and any special needs
- Images of you (such as photographs, CCTV, videos)

WHY THE SCHOOL NEEDS TO PROCESS YOUR PERSONAL DATA

We collect and use this information:

- to support pupil learning
- to monitor and report on pupil progress
- to ensure your wellbeing, your safety and your security
- to assess the quality of our services
- to comply with the law

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 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 marketing@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. For the most part, data collected by CFBL remains within the school. Some data will be shared with your parents.

Occasionally, CFBL needs to share the data with other organisations the CFBL works with, for example with the AEFÉ, the local authority and IT software providers. 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 that we hold.. To make a request for your personal information, contact dataprotection@cfbl.org.uk But please be aware that some data does not have to be provided.

You also have the right to:

- object to processing of 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/>

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