

# **Privacy Notice for Younger Pupils**

**Reception to Year 6**

**Key Information for Parents**

July 2020

## Privacy Notice for Younger Pupils - Key Information for Parents

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

As you may know, the School is part of King's College, Cambridge (the **College**). This means that the College is ultimately responsible for how the School uses your child's personal data. However, if you have any questions about this, or about how your child's information is used, you can speak to your child's form tutor at School.

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

We encourage you to read the full version of our privacy notice for younger pupils, which is published on the School's website and can be found here <http://www.kcs.cambs.sch.uk/about-kings/school-information-and-policies>. You can also obtain a copy of the full privacy notice by contacting the School on [office@kcs.cambs.sch.uk](mailto:office@kcs.cambs.sch.uk) or 01223 365814 or by speaking to your child's form tutor.

The full version includes additional points, such as:

- further information on the purposes for which we use your child's personal data;
- for how long the School keeps your child's personal data; and
- our lawful bases for using your child's personal data.

The School uses your child's personal data in order to:

- Teach your child and our other pupils;
- Look after your child and other pupils;
- Monitor the behaviour of your child and others and to take action where appropriate;
- Enable the School to comply with its legal obligations, to assist the School regarding the management and operation of the School and to advance and protect the School's interests, objectives and reputation; and
- Fundraise, market and promote the School. For example, by using photographs of our pupils in the School prospectus, on the School's website or in social media.

We set out below examples of the different ways in which we use your child's personal data and where that personal data comes from.

- Admissions forms give us a lot of personal data about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.

- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to share some information about your child with the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our sports fixtures and other news on the website to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms or toilets.
- We will keep details of your child's address when they leave so we can keep them updated about what is happening at the School, to tell them about events and activities and find out how they are getting on. We may also pass their details onto the alumni organisation, which is called King's College School Association (KCSA).

You can exercise the following rights regarding your child's personal data:

- correction of personal data held;
- access to personal data held;
- deletion of personal data in certain circumstances;
- portability - the transfer of personal data to you or a third party;
- restriction of use of personal data; and
- the right to object to the use of personal data in certain circumstances.

These rights are explained in more detail in the full privacy notice, and your child's form tutor can give you more information.

The School Bursar is the person responsible at our school for managing how we look after personal data. The School Bursar can answer any questions which you may have about how we use your child's personal data.