



## **Pupil Privacy Notice for Older Pupils**

**Key Information for Pupils in Years 7 and 8**

January 2023

## Pupil Privacy Notice for Older Pupils - Key Information

We'd like to let you know how and why we collect information about you and what we do with it.

The School Bursar is responsible for data protection at the School. If you have any questions about how your personal data is used, you can contact the School Bursar:

[bursar@kcs.cambs.sch.uk](mailto:bursar@kcs.cambs.sch.uk).

If you have any questions about this notice, please speak to your Form Tutor at School.

Information about you is called "personal data". The School uses all sorts of personal data. For example, we use information about how well you are doing at School. We also use any information we need to take care of you. Photos and videos of you also count as your personal data.

The School uses your personal data in order to:

- Teach you and other pupils;
- Make sure that you and others are behaving properly;
- Look after you and other people e.g. your friends;
- Make sure that we comply with the law, are well managed and to protect our interests; and
- Advertise the School and tell people about the School and what we do here e.g. we may use photos of you in our prospectus, on our website or on social media.

Here are some examples of how we use your personal data and where that personal data comes from.

- Admissions forms give us lots of personal data. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your personal data to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or if we have any concerns about your welfare.
- We tell your parents or education guardian about how well you are doing at School. Where fair or legally required, we will also tell them about your behaviour.
- We may use photos or videos of you to show prospective pupils what we do here and to advertise the School. These photos and videos may be put on the School's website, on our social media or in our prospectus. We may continue to use these photos and videos after you have left the School. Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson.
- We publish School news on the website. We also put articles and photos in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe and sometimes to investigate incidents (e.g. where pupils have been misbehaving or someone has been injured). CCTV is not used in private areas such as changing rooms or toilets. For more information about our use of CCTV please see our Visitors and Site Security Policy which can be found on the School website.

- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the King's Messenger.
- We will keep details of your address when you leave so we can keep you updated about what is happening at the School, to tell you about events and activities and find out how you are getting on. We may also pass your details onto the alumni organisation which is called the King's College School Association (**KCSA**). Further information on the alumni association can be found on the School website.

You have the following rights regarding your 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 Form Tutor can give you more information.

If you would like to know more, you can find the full version of our pupil privacy notice on the School website.

The full version includes additional points, such as:

- more information on why we use your personal data;
- for how long the School keeps your personal data; and
- our lawful bases for using your personal data.

If you have any questions about how we use your personal data, please speak to your Form Tutor. Alternatively, you can speak to your parents who will talk to us on your behalf.