

# PUPIL PRIVACY NOTICE



Blundell's

PREPARATORY SCHOOL



Blundell's

FOUNDED 1604

## PUPIL PRIVACY NOTICE

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<b>Policy Name:</b>	Pupil Privacy Notice
<b>Applicable to:</b>	Senior School and Preparatory School
<b>Name of Sponsor:</b>	Head of Senior School
<b>Date of Policy:</b>	1st November 2024
<b>Date for Next Review:</b>	31st October 2025
<b>Governing Body Oversight:</b>	Yes
<b>Date Approved by Governing Body:</b>	22nd November 2024
<b>Date of Next Governing Body Review:</b>	28th November 2025
<b>Published Internally:</b>	Policy Library
<b>Published on School Website:</b>	Yes

## POLICY AMENDMENTS

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Date of Amendment	Material Details
Before 1st November 2024	No Pupil Privacy Policy
1st November 2024	ISBA Template (Nov 23) Fully Adopted

## CONTENTS

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What This Privacy Notice is For	Page 4
What is the General Privacy Notice?	Page 4
What kind of information do we collect about you?	Page 4
How do we collect information about you?	Page 4
Why do we collect information about you?	Page 5
Who do we share your information with?	Page 5
Does my information go abroad?	Page 6
How secure is my information?	Page 6
How secure is my information when others use it?	Page 6
How long will you keep my information for?	Page 7
What happens if my information changes?	Page 7
What are my rights regarding the information that you hold?	Page 7
What may I do if I don't want you to use my information?	Page 7
How to contact the Data Protection & Privacy lead (DPPL)	Page 8
Updates	Page 8

## PUPIL PRIVACY NOTICE

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### **What is this Privacy Notice For?**

1. Your privacy is important to us and we want to keep your personal information safe.
2. This Privacy Notice tells you how we do that and sets out your rights when it comes to the personal information that we hold about you.
3. Blundell's Preparatory School and Blundell's School (together the "School") only hold the personal information we are allowed to hold about you, and only use it for your education at the School and other legitimate reasons.

### **What is the General Privacy Notice?**

4. The information in this Pupil Privacy Notice is covered in more depth in the School's General Privacy Notice, which you can find on our website and which your Parents/Guardians/Carers have access to also.

### **What kind of information do we collect about you?**

5. We may collect information such as:
  - a. Your personal information such as: names, dates of birth, addresses, telephone numbers, e-mail addresses and other contact details;
  - b. Your academic, disciplinary, admissions, safeguarding and attendance records, and examination scripts and marks;
  - c. Your nationality and other immigration status information (eg right to enter, live and work or study in the United Kingdom), including copies of official documents such as your passport, birth certificate and visas.
  - d. Your health and medical conditions, details of any allergies or medications, special educational needs and family circumstances / living arrangements, including contact details of someone to contact in an emergency and your next of kin;
  - e. References we give or receive about you and relevant information provided by previous schools or organisations that have worked with you;
  - f. Any court orders that may apply to you; and
  - g. Images of you taking part in School activities and images captured by the School's CCTV system (in accordance with the school's policy on Taking, Storing and Using Images of Children).

### **How do we collect information about you?**

6. We collect personal information from you and your parents or guardians directly. This may be through a form, or simply in our day-to-day contact with you.

7. From time to time we may also collect information about you supplied by others. For example, we may receive information from:
  - a. your parents
  - b. another school
  - c. professionals or authorities that have worked with you
  - d. your UK guardian
  - e. an agent that helped you get a place at the School
8. The majority of the personal information you provide to us is mandatory, which means that you must provide it to us.
9. Other personal information you provide to us is optional, which means that you may decide not to provide it to us. We will let you know when the personal information we request is optional.

### **Why do we collect information about you?**

10. We have promised to your parents, under a contract with them, that we will support your learning and education at the School. Most of the personal information we collect about you is needed to make sure we are able to provide this support to you under that contract.
11. We also use your personal information to make sure that the School is acting within the law and meets its legal obligations. For example, we may need your personal information to ensure you are kept safe.
12. There are also some situations where we use your personal information for other reasons (these are known as the “legitimate interests” of the School). This will happen when the contract we have with your parent(s) does not apply (or is not yet in place) or when there is no specific law which requires us to use your personal information. For example, we will use your personal information when deciding whether you can join the School, when we ask for professional advice from someone outside the School, and when we make use of photos of you so that we can identify you.
13. It is important to know that we also use some sensitive personal information about you such as your medical and health records, religion and biometric information, which would be collected for registration and security purposes.
14. The School may require other information, for example, to make sure you are cared for and provide you with support to meet your specific needs. Where we collect this information, we will usually ask you for your (or your parent’s) clear permission to use this information.

### **Who do we share your information with?**

15. We routinely share your personal information with:

- a. Blundell's Preparatory School and Blundell's School;
  - b. schools that you attend after leaving us;
  - c. our local authorities;
  - d. the Department for Education, and
  - e. the Independent Schools Inspectorate.
16. Your information is shared between Blundell's Preparatory School and Blundell's School to ensure that your transition from one school to the other is a smooth one. It also enables us to share academic and sporting expertise and facilities more easily, which we consider is in our legitimate interests.
17. We may also share your information with others where we are required or permitted to do so by law, or where we have received your consent (or your parents' consent) or have a legitimate interest in sharing your personal information. This might include the Charity Commission, Ofsted, professional advisers, or other regulators.
18. We may also share your information with organisations that provide a service to the School. For example, we will share your personal information with organisations that help you prepare your application for university and consider your career options.

### **Does my information go abroad?**

19. We may use your information outside the UK, but we will only do this in certain situations. For example, we may do this when you or your parents contact us from outside the UK, when the School makes arrangements for trips and travel abroad, when we contact previous schools you attended abroad, or when you access our portal abroad. We will take steps to protect your personal information when this happens and may also let you know about this when it takes place.

### **How secure is my information?**

20. We have procedures in place to make sure that your personal information is secure, not accidentally lost and that it is not used, accessed, changed or shared with others without our permission. Your personal information will only be shared with people who need it. They will only use your personal information with clear instructions from us. We will make sure that they treat your personal information as confidential.
21. If your personal information is used in a way that is not acceptable, we have a procedure to deal with this. For example, if your personal information is accidentally lost we will let you know about this and we may also contact the Information Commissioner's Office (ICO) about it.

### **How secure is my information when others use it?**

22. When others use your personal information we make sure that they keep it secure and we have policies that make this clear. We only allow them to use your personal

information for purposes that we make clear to them in advance. They will only use your personal information in the way that we have agreed with them.

### **How long will you keep my information for?**

23. The School will keep your personal information for no longer than is necessary. When we no longer have a lawful reason to hold it, we will delete or destroy your personal information securely. You can find out more about how long we keep your personal information by taking a look at the Data Retention Policy.
24. In some circumstances we may anonymise your personal information. This means that your information can no longer be linked to you and you will not be identified. If we do this, we may use this information without telling you.

### **What happens if my information changes?**

25. If any of your personal information changes, it is important that you let us know so that we can update our records to keep it accurate.

### **What are my rights regarding the information that you hold?**

26. You may:
  - a. Ask to see your personal information;
  - b. Ask for a correction of your personal information to ensure it is accurate;
  - c. Ask for your personal information to be deleted;
  - d. Object to the processing of your personal information;
  - e. Ask for us to limit the processing of your personal information; and
  - f. Request the transfer of your personal information to another party.
27. If you want to do any of the above, please contact the School's Data Protection and Privacy Lead (DPPL) whose contact details are below for you.
28. You may also ask your parent to make these requests on your behalf.

### **What may I do if I don't want you to use my information?**

29. Most of your personal information has to be used by us for the reasons we have given in this notice. There are certain times when we do not have to use your personal information but we think that there are good reasons why you might want us to use it. For example, we may ask for permission to use photos of you. If you don't want to give us permission to use this personal information you can always ask us to stop using your information.
30. If you want to do this, please contact the please contact the School's Data Protection and Privacy Lead (DPPL) whose contact details are below for you.



### **How to contact the Data Protection & Privacy lead (DPPL)**

31. You can contact the DPPL using these details:

- a. Email: [DDPL@blundells.org](mailto:DDPL@blundells.org)
- b. Address: DPPL, The Bursary, Blundell's School, Tiverton, Devon, EX16 4DN.

### **Updates**

32. We may update this Privacy Notice from time to time and will ensure you have access to the updated version.

**END**

Blundell's School  
Tiverton  
Devon  
EX16 4DN

Tel: 01884 252543  
E.mail: [info@blundells.org](mailto:info@blundells.org)

[www.blundells.org](http://www.blundells.org)

