PRIVACY POLICY

Introduction
This notice is to help pupils and parents understand **how** and **why** we collect personal information and **what** we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice please talk to the Operations Director.

What is 'personal information'?
Personal information is information that the school collects about you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The school may also record your religion or ethnic group.

How and why does the school collect personal information?
Admissions forms give us lots of personal information. Your old school also gives us information about you. We get information from you, your teachers and other pupils. Sometimes we get information from your doctors and other professionals. CCTV, photos and video recordings of you are also personal information. We collect this information to help the school run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all your teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the school site is safe.
- We may need to report some of your information to the government (including to UK Visas and Immigration).
- Depending on where you will go when you leave us we may need to provide your information to other schools, to universities and to potential employers. We may share information about your exam results and provide references.
- We may need to share information with the police or legal advisers if something goes wrong or to help with an inquiry.
- We will share some information with our insurance company.
- We may share your academic and (where fair) your behaviour records with your parents and/or education guardian so they can support your schooling.
- We may use photographs or videos of you for:
    - the school's website;
    - our social media sites;
    - in our prospectus to show prospective pupils what we do here;
    - for advertising the school;
    - promotional films; and
    - for teaching purposes.
- We publish our sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We may publish our public exam results on our website and in a local newspaper. But we do this in a way that people will not know which results are yours. If you do particularly well we might publicise your individual results but we would talk to you about this first to get your permission.
- We will keep details of your address when you leave so we can send you the Stoic and Corinthian magazines and find out how you are getting on. We may also pass your details onto the alumni organisation.

©Stowe School Limited provided under license to Stowe School Developments Limited.

Information about your parents

- We use information about your parents where we need this to help the school to run properly. For example, financial information, their contact details and where they work.

- Sometimes we need information from your parents about things that are happening at home which might have an effect on how you are feeling.

What do we do with your personal information?

The Operations Director is the person responsible at our school for looking after personal information and deciding how it is shared. Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.
In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If information is incorrect you can ask us to correct it.
- If you would like to know whether we hold any information about you then please speak to the Operations Director.
- If you would like to ask the School to keep certain information confidential then please speak to the Operations Director.

Further information and guidance

This notice is to explain how we look after personal information.
If you have any questions you can ask the Operations Director about how it works in our school.

©Stowe School Limited provided under license to Stowe School Developments Limited.