

THE MARLOW EDUCATION TRUST

How We Use Your Child's Information Privacy Notice for Younger Pupils

Marlow Education Trust

July 2020

Pupil Privacy Notice for parents of younger pupils - Key Information

This notice contains the key information about how and why we collect your child's personal information and what we do with that information. We refer to Beechview School as the Academy in this notice.

The Academy is part of Marlow Education Trust (the **Trust**). The Trust operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information 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 the Academy and any information that we need to take care of your child. Photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the Academy's website. You can also obtain a copy of the full privacy notice by contacting the Academy on BM@marlowet.org or request via post to Marlow Education Trust, West Street, Marlow, SL7 2BR.

The full version includes additional points, such as:

- the rights your child has in their information including what decisions you can make about your child's information;
- for how long the Academy retains your child's personal information; and
- our legal bases for using your child's personal information.

Our primary reason for using your child's personal information is to provide him/her with an education.

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

- Admissions forms give us lots of personal information 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 report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the Academy, if your child leaves the Academy 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 Academy's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the Academy. We may continue to use these photographs and videos after your child has left the Academy.

- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We use CCTV to make sure the Academy's site is safe. CCTV is not used in private areas such as changing rooms.
- We will keep details of your child's address when they leave so we can send them any relevant newsletter and find out how they are getting on.

You have the following rights regarding your child's information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice, and the Data Protection Officer or the School Business Manager can give you more information.

The Data Protection Officer is the person responsible at our Academy for managing how we look after personal information. The Data Protection Officer can answer any questions which you may have about how we use your child's personal information. DPO@marlowet.org.