

## PRIVACY NOTICE FOR STUDENTS

### 1 Introduction

This notice is to tell you how we use the personal information or personal information we collect from you and what we do with that information. If there is anything contained within this policy that you do not fully understand, please either ask one of your teachers, your Form Tutor or your parents for assistance.

### 2 Who we are

You already know that your School is called New Hall School but we have to tell you that the School is the organisation which is in charge of your personal information. This means the School is called the Data Controller.

The postal address of the School is:

New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS

If you want to contact us about your personal information you can contact our Data Protection Lead:

Mr Julius Sidwell, Vice Principal

New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS

Email: [j.sidwell@newhallschool.co.uk](mailto:j.sidwell@newhallschool.co.uk)

You can speak to him in school, contact by email or leave a letter at Reception.

### 3 What information we collect and hold

The categories of student information that we process include the following. Those marked \* are required as part of the contractual arrangement between your parents/guardian and the School, without which we would be unable to accept you as a student at the School. Those marked ^ are collected and processed as part of a statutory requirement placed on the School by external authorities:

- personal identifiers and contacts (such as name, unique student number, contact details and address)\*
- identity documents (such as passport)\*
- parent, guardian and/or family details (such as names, contact details and address)\*
- characteristics (such as ethnicity, language, and country of birth)\*
- safeguarding information (such as court orders and professional involvement)\*
- special educational needs (including the needs and ranking)\*
- medical and administration (such as doctors information, your health, dental health, allergies, medication and dietary requirements and medical treatment records) held and accessed by the Health & Wellbeing Centre staff and by any teaching and pastoral or resident staff that need to be aware\*
- admissions and attendance (such as sessions attended, number of absences, absence reasons, any previous schools attended and where you go when you leave us)
- assessment and attainment (including academic records and examination scripts and marks);

- behavioural information (such as exclusions and any relevant alternative provision put in place)
- images of you engaging in school activities (including for the purpose of your education and/or sport performance)
- images captured by the School's CCTV system that are used in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on taking, storing and using images of children
- information required for authentication as part of the School's security (including the fob operated access system)
- information required for students attending school organised trips (such as passport details)

#### **4 Why we collect and use this information**

We collect and use your information so that we can provide you with your education and to enable us to care for you, including:

- as part of the admissions process to admit you to the School
- to deliver and support your education and learning, including musical education, physical training, spiritual development, career services, co-curricular activities and to support any additional educational needs
- to monitor and report on your progress
- to provide appropriate pastoral care for you, to safeguard your welfare and to keep you safe
- to assess the quality of our services
- to enable all our students to take part in national or other assessments, and to publish the results of public examinations or other achievements of students of the School
- to make use of photo and video images in School publications, on the School website and (where appropriate) on the School's social media channels
- to enable us to provide references for you should you be moving to a different school or applying to university or other schemes such as apprenticeships
- to monitor use of our IT and communications systems in accordance with our policies
- for your safety and security purposes, including CCTV
- to comply with the statutory duties placed upon us by the Government or other regulatory authorities, such as having records of family contact details and which school you attended prior to joining New Hall

#### **5 The lawful basis on which we use this information**

The use of your personal information is controlled by special data protection laws which require the School to choose a legal reason for any use we make of your personal information. The School has identified the following legal reasons for using your personal information:

- We have a legitimate interest in holding and using your information because it is necessary in order to provide you with education and pastoral care
  - We need to be able to assess and improve our services to you
- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us
  - We have a legal obligation to safeguard students
  - We have a legal obligation to ensure equality of opportunity
  - We have a legal obligation to record the contact details and addresses of you and

- your parents/guardians and an emergency contact
- We have a legal obligation to record your previous school
- We may specifically ask for your consent to use aspects of your personal information, for example photographs of you which may be used on social media or other general marketing purposes for the School

Information disclosed to some people/services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have but could also include racial or ethnic origin, political opinions, religious or philosophical beliefs, biometric information, information concerning health or in relation to your sexual orientation. We do this because these people need the information so that they can support you. Our disclosure of any sensitive personal information is lawful for the following reasons:

- Protection of your vital interests
  - We may need to disclose medical information in an emergency
- Substantial public interest
  - If we needed to demonstrate or ensure equality of opportunity
  - If the disclosure of the information was in relation to safeguarding you or others
- The School is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our students and protect them from harm
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our students with education and pastoral care

We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal information in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead.

In addition, we will not carry out any automated decision-making or profiling of you.

<b>6 Collecting student information</b>
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We will ask either you or your parents/guardian directly for the majority of the information we require about you. We ask for such information when you join the School and request that you or your parents let us know of any changes while you are with us. We may also ask for additional information during your time here, for example in email communication, written assessments or for permission to attend educational visits.

We regularly collect information about you as part of the routine of your participation in School life, such as attendance registers and the marking and recording of marks for work completed. Information about you may also be gathered from other students, such as in the case of statements provided relating to incidents that have taken place during School time.

We may also receive information about you from external sources such as your previous school, local authority and/or the Department for Education (DfE). For overseas students, this information may be received from international introduction agencies. If you sit assessments or examinations regulated by an external organisation, they will send us information regarding your performance, such as A Level or GCSE examination results from

Examination Boards.

## **7 Storing your information**

As a School we have lawful and necessary reasons to hold on to some information and we are required to keep certain records until you reach age 25, or beyond in some circumstances. After this time a record of you being at the School is then stored within the School Archives. Our Alumni Office will also keep in touch with you once you have left the School. We have a separate Privacy Notice for Alumni, a copy of which can be requested from the School's Data Protection Lead, Mr Sidwell, via [j.sidwell@newhallschool.co.uk](mailto:j.sidwell@newhallschool.co.uk).

The School's Data & Records Retention Policy provides lots of information on the records we store and how long for. You can request a copy of this policy from the School's Data Protection Lead, Mr Sidwell, via [j.sidwell@newhallschool.co.uk](mailto:j.sidwell@newhallschool.co.uk).

## **8 Who we may need to share your information with**

For the most part, your personal information collected by the School will remain within the School, and will be accessed by staff only on a 'need to know' basis.

Some of our activity is carried out on our behalf by third parties, such as international student introduction agencies, IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties processing personal information on our behalf, that your personal information will be kept securely and only in accordance with our instructions.

We may need to share your information with:

- schools that you move to if you leave New Hall and/or higher education institutions you apply to;
- our local authority or the local authority you live in;
- the Department for Education (DfE);
- UK Visas and Immigration;
- other bodies for the purpose of your education, for example competitions, co-curricular activities (including trips), examination boards and if we are required to disclose information regarding any Special Educational Needs support that you receive;
- Emergency medical services, for example if you are involved in an accident for which you require hospital treatment;
- guardians appointed for overseas student
- We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have

## **9 International transfers of personal information**

We do not normally transfer your information to a country which is outside the United Kingdom. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will, for example, look at whether that other country has good data protection laws. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your information to a different country then we will tell you whether or not we think it is safe and why we have decided that.

## **10 Requesting access to your personal information**

Under data protection legislation, you have the right to request access to information that we hold about you.

To make a request for your personal information, it is helpful to us if this request is made in writing to the details below; however, you may also make a verbal request for your information to the same member of staff:

Mr J Sidwell, Data Protection Lead, New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS  
Email: [j.sidwell@newhallschool.co.uk](mailto:j.sidwell@newhallschool.co.uk)

## **11 Your rights**

In addition to your right to request a copy of the information we hold about you, you also have the rights to:

- ask us to correct any information we have about you if you think it is wrong
- ask us to erase information about you (although we may have good reasons why we cannot do this)
- ask us to limit what we are doing with your information
- object to what we are doing with your information
- ask us to transfer your information to another organisation in a format that makes it easy for them to use

In some circumstances, the School may be entitled to refuse to comply with a rights request in full or in part, but where this is the case the reason will be fully explained to you.

If you have a concern about the way we are collecting or using your personal information, we ask that you raise your concern with your Tutor in the first instance, but you may also contact the School's Data Protection Lead directly (please see name and contact details in the following section).

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or at the address below:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745.

## **12 Contact**

If you would like to discuss anything in this Privacy Notice, please contact:

Mr J Sidwell, Vice Principal & Data Protection Lead  
New Hall School, The Avenue, Boreham, Chelmsford, Essex CM3 3HS  
Email: [j.sidwell@newhallschool.co.uk](mailto:j.sidwell@newhallschool.co.uk)