

## Privacy Notice (for Children)

Applies to Prep, Pre-Prep and EYFS

Reviewed and approved:	Compliance Officer
	September 2024
Next review due:	May 2025



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*This Privacy Notice is a short, child friendly version of our full Privacy Notice. It is intended to inform older school pupils who are able to understand and exercise their own privacy rights.*

Dragon School collects personal information about you such as your address and your medical needs so we can provide your education and run the School. This Privacy Notice explains what we collect, why and the rights you have over your own privacy.

### WHO CAN I TALK TO?

If you want to understand more about privacy you can talk to any member of staff or to your parents. Your parents have received a much longer version of this notice explaining the law in more detail.

The School has an email address [data.protection@dragonschool.org](mailto:data.protection@dragonschool.org) which you can use to ask questions about privacy. Your email will normally be answered by the Compliance Officer who works in an office on the ground floor of School House.

### WHY DOES THE SCHOOL NEED MY DATA?

The School needs to know certain information about you so we can provide your education and make sure you are well looked after. The School also keeps in touch with you and your parents when you have left and you become an Old Dragon.

### DOES THE SCHOOL HAVE TO FOLLOW ANY RULES?

There are laws which keep your personal data safe when schools and other organisations use information about you. Mostly the School uses your data in ways which are necessary for your education. There are few cases, such as using your photo in some situations, where the School offers more choice about the use of your data – we call this consent.

### WHERE DOES THIS DATA COME FROM?

We collect some data which you give to us directly and we collect data in the course of teaching you. Other data we collect by asking your parents. We also keep records of events and discussions which happen in school (such as records of your behaviour). We keep records when other people pass on information, such as from someone who supports your special educational needs.

## HOW WILL THE SCHOOL USE MY DATA?

These are some examples of how we use your data:

- To make assessments and know who you are before you become a pupil
- To provide your education, including organising trips and providing extra activities
- To support you with any special educational needs or language needs
- To monitor your progress and to allow you to take your exams
- To take photos and videos of you during normal school activities
- To give and receive references when you move between schools
- To keep in touch when you become an Old Dragon
- To help you when you are unwell or in an accident
- To monitor your use of the School's IT systems
- To keep the School secure using CCTV
- To keep you safe, including working with others outside the School when necessary

We hold some special data, such as your medical needs which we keep safe and only use or share when necessary.

## DOES THE SCHOOL USE PHOTOS OF ME?

The School uses photos (and video) of you for purposes inside our community, such as recording the School's activities and classroom displays. We do not usually ask for permission when we do this.

We will also use your photo (and video) in some public places, such as the School website and social media. We do this to help celebrate your achievements and to promote the School.

We will never use your full name with your photo without permission from your parents.

We ask your parents to give permission (consent) for the School to use your photo (and video) in certain situations which are more privacy intrusive, for example if anyone outside the School wants to use your image (such as for television advertising) or where we would like to use your full name.

You always have the right, whatever your age, to object if you do not want your photo to be used. We will discuss your decision and any consequences, then let you know if we can fulfil your request.

## WHAT DOES THE SCHOOL KNOW ABOUT ME?

Some examples of the data we hold about you are:

- Your name and addresses and parents' contact details
- Records of your academic achievements, your behaviour and your attendance
- Details of any special educational needs you have and about your health and medical needs
- Records which keep you safe (safeguarding and welfare)

- Photos of you taken during school activities

### **HOW DOES THE SCHOOL KEEP MY DATA SAFE?**

Only people who need to know your details can access them. Mostly this will be school staff who teach or look after you. Sometimes we need to share information with others, for example an activity provider, and we do this in a secure and controlled way.

The School has a duty by law to keep you safe (safeguarding). This means that sometimes we have to share data about you, even if you ask us not to. This is done under strict rules, but we may sometimes need to share information with your parents or with someone else outside the School, if we need to keep you safe.

Your parents will expect to know about your academic progress and your behaviour in school so we usually share this information. You can always ask us if there is something or someone you don't want to share with and we will talk to you about this.

### **DO YOU KEEP MY DATA FOREVER?**

We only keep your data for as long as it is needed for a reasonable purpose.

When joining the Dragon School you become part of the Dragon Community. This means we like to keep in touch and send you news, even after you have left. We do this through your parents until you are eighteen and then we send news directly to you. Some data about you is also kept for our archives.

At any time you can tell the School if you no longer want us to keep in touch or you have concerns about anything we keep.

### **DO I HAVE ANY RIGHTS?**

There are various basic rights you have in law concerning how your data is used (sometimes the way they work is complicated, but you should always ask the School or your parents if you want to know more).

Usually your parents will make decisions about how your data is used, or help you if you wish to use these rights, up to the time you leave the School. We will always consider a request if you wish to make it yourself.

You have a right to:

- Know what we do with your data
- Access the data we hold about you
- Correct the data if it is wrong
- Be 'forgotten' or restrict what we do
- Take your data to another school or organisation
- Object or take away your permission for some uses of data
- Stop us making automatic decisions about you without a human checking the data

## DO MY PARENTS HAVE A RIGHT TO MY DATA?

Your data belongs to you. However during your time at the School your parents usually look after your data for you. When you are older, you have more control over your data. You can always tell us if you disagree with something your parents ask us to do with your data or if you don't want us to share details. You may not always be able to override a request from your parents and there are times when we must share information, especially to keep you safe, or because it concerns your performance or general welfare at school.

23 <sup>rd</sup> May 2018	Initial publication of this document.
11 <sup>th</sup> October 2018	Corrected phone number in document header.
24 <sup>th</sup> May 2019	Reviewed, no changes.
September 2020	Amended under 'How will the School use photos of me?' to state that photos will be shared publicly e.g. via social media and website, and circumstances in which consent will be sought.
September 2021	Reviewed, minor amendment to state that the Compliance Officer works in School House instead of the Lodge.
September 2022	Reviewed, no changes