



HOW WE USE YOUR PERSONAL DATA INFORMATION FOR PUPILS

This policy will be reviewed annually or in response to changes in legislation		
Created	February 2024	Head of Compliance
Last Review		
Approved	March 2024	Education Board, Operations Board

This notice contains the key information about how and why we collect your personal information and what we do with that information.

Personal information is information that identifies you and relates to you. For example:

- school reports
- exam results
- details of extra-curricular clubs you attend
- information your parents or previous school gave us when you joined
- information regarding future schools or university applications
- any medical or other information that we need to know in order to support you.
- Photographs and videos of you also count as your personal information.

This notice is a summary and the full school privacy notice for parents and pupils contains more information about our legal grounds for using your information, how long we keep it and the rights you have including what decisions you can make about your information. The Privacy Notice for Parents and Pupils is available on the School website.

Why we hold and use your personal information

Our primary reason for using your personal information is to provide you with an education and support you with other activities that you take part in during your time at school.

Below are some examples of the different ways in which we use your personal information, where that information comes from and who we might share it with. We are required to keep your information safe and only share it with others when we have a good reason to do so or are required to do so by law.

- We gather lots of personal information during your school career. We get that information from you, your parents, your teachers and other pupils. Your old

school also gives us information about you when you join. Sometimes we get information from your doctors and other professionals, such as educational psychologists where we need this to look after you or support your learning. This is used by, and shared with, your teachers and other staff who may need to know it so that they can teach and support you.

- We will share your academic, behaviour and sometimes pastoral records with your parents so they can support your schooling.
- When you take public examinations (e.g. GCSEs, GCEs, University admissions tests) we are required to share information about you with examination boards so that they can process your entry and results.
- We will need to report some of your information to the Department for Education. Occasionally we may also need to share your information with external agencies (e.g. your GP, the local authority etc.). For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School. Sometimes we use photographs and videos for teaching purposes, for example, to record part of a lesson.
- We may also use photographs of you, sometimes together with your first name, in the school magazine or in other printed or digital publications. These might appear on the school website or be sent to parents and Thomas's Alumni. You or your parents can tell us at any time if you do not want images of you to be included but we will not be able to change printed publications. Sometimes we may ask you and your parents for consent to use an image or video of you, for example, if another organisation wishes to use a photograph of you.
- We use a biometric recognition system to process photographs and automatically assign them to your parent's Gallery on TomCom. You or your parents can tell us at any time if you do not want us to use the system and we will manually identify images of you and share them in your parent's TomCom gallery.
- We use CCTV to make sure the school site, school buses and community is safe. CCTV is not used in private areas such as changing rooms.
- We monitor pupil internet use on school devices and all devices on the school network to make sure that you are not accessing websites that are not permitted or which may cause you harm. The software we use to monitor internet use will log if an inappropriate website is accessed. In certain circumstances, we may review your specific internet search history or your school email but we will only do this if we have a good reason to do so (e.g. if we think you are at risk of harm or have broken school rules).
- We will share with future schools or universities upon request details of any serious disciplinary violations relating to academic or behavioural misconduct that resulted in suspension, removal, dismissal or exclusion.

If you have any questions about how we use your personal information, you can ask your form tutor or contact the Head of Compliance by emailing compliance@thomas-s.co.uk. Alternatively, you can speak to your parents who will talk to us on your behalf.