

## Student's Privacy Notice - Secondary

Your parents (or carers), have a legal responsibility to look after you and therefore sometimes need to make decisions on your behalf. As your provider of education, we have a duty to protect your personal data. As part of this duty we have asked your parents if they will agree to us using the information we have about you.

We recognise however that you may have your own opinion in these matters. You may therefore wish to discuss with your parents how you feel about us doing the following:



### **Publishing your name or photo in a newspaper**

We do this for example when we would like to celebrate a certain activity, event or achievement at school, such as school trips, exam results, cultural or sporting achievement, events at school.

Not agreeing to this simply means we will not publish your name and/or photo in the press.



### **Publishing your name or photo on our websites (or in our newsletters)**

We do this for example when we would like to celebrate a certain activity, event or achievement at school, such as school trips, exam results, cultural or sporting achievement, events at school.

Not agreeing to this simply means we will not publish your name and / or photo on our website or in our newsletter (which appears on our website and is emailed to the school community).



### **Using your finger/ thumb-print to receive our catering services**

We do this for example to allow you to access our food services, in a quick and efficient manner. The finger / thumb-print information (known as biometric data) quickly identifies you and allows you to pay for your food and drinks quickly.

At any point, you can advise the school office or catering company if you do not wish to participate in the finger / thumb-print service.

Not agreeing to finger / thumb-printing simply means you will tell the cashier your name and he / she checks your identity to pay for your food.



### **Sharing your data with external school clubs, residential / trip destinations and other extra-curricular activity providers.**

This data is used by the school to support a wide range of activities for you to enjoy. We share the minimum amount information about you with our external providers, so that they can organise these services effectively and safely for you.

Example extra-curricular services are: school trips or residential, (external) schools clubs, pupil support services, sporting activities, school / PTA / fundraising events, family support services, visiting music teachers, work experience and careers advice.

Not agreeing to this means you cannot participate in these particular activities, run by external providers, as this information is needed to keep you safe.

As you can see, there is no detriment, or incentive in consenting or disagreeing with the above. It is a matter of personal choice.

We therefore encourage you to have this discussion with your parents and reach a decision together. Once you have made a decision on each of these items, it can be changed at any time. Your Parents/Carers simply need to advise the school office and make an update.

If you enter our 6th Form, we will ask you to record your decisions yourself.

## Privacy notice checklist

- Our privacy notices are clear, and written in plain, age-appropriate language.
- We use child friendly ways of presenting privacy information, such as: diagrams, cartoons, graphics and videos, dashboards, layered and just-in-time notices, icons and symbols.
- We explain to children why we require the personal data we have asked for, and what we will do with it, in a way which they can understand.
- As a matter of good practice, we explain the risks inherent in the processing, and how we intend to safeguard against them, in a child friendly way, so that children (and their parents) understand the implications of sharing their personal data.
- We tell children what rights they have over their personal data in language they can understand.
- As a matter of good practice, if we are relying upon parental consent then we offer two different versions of our privacy notices; one aimed at the holder of parental responsibility, found at [www.gepacademies.com/dataprivacy](http://www.gepacademies.com/dataprivacy), and one aimed at the child (this document).