

# HANFORD

## Privacy Notice – Pupils over 13 years of age

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR says that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly. This means you get this when the school gets your data from your parents, or within a month.

### **Why we process your data**

Data will be processed for the purposes of allowing you to make the best of your time at Hanford School. The school will therefore have what is called a "legitimate interest" for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to allow you to thrive in your years here.

We see the provision of personal data as necessary to properly manage your time at Hanford School and for the school to fulfil its obligations to you.

There is no automated decision making or profiling involved in handling this data.

### **Who we may share your data with**

The school will share your data with the following companies who have contracts with the school and who have equalled the school's precautions and systems for dealing with data, these are:

- Child Okeford Doctor's surgery
- Insurance Company (Fees Refund Scheme)
- IT Contractor – Assist Networks
- IT software providers – iSAMS, CEM, Linguascope, Microsoft Office 365, Mathletics,
- Web Designers (Authentic Style)
- Apple (School Manager)
- FiloFile (Secure Archiving)

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises. Should this be envisaged for you, you will be contacted for your consent; the consent will be limited in time and content if it be required.

### **How long we may hold your data**

The retention period for pupil data will be until you reach the age of 25.

### **Your rights**

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:

The ICO helpline is 0303 123 1113.

We will obtain the data the school requires from you, should we need data from other sources we will contact you.

Our Full Privacy Notice can be accessed [here](#)