

How We Use Your Information Privacy Notice for Older Students

Independent School for Boys and Girls

Focus School Wilton Campus

April 2018



Student Privacy Notice - Key Information

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, information about how well you are doing at School and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our student privacy notice which is published on our website and can be found here <http://wilton.focus-school.com/downloads-links/>. You can also obtain a copy of the full privacy notice by asking your parents to contact the School or by speaking to your Tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long we retain your personal information; and
- our legal bases for using your personal information.

The School is affiliated to Focus Learning Trust (the Trust). The School is "Wessex Schools Trust operating as Focus School - Wilton Campus of The Hollows, Wilton, Salisbury SP2 OJE". The School shares a lot of your information with the Trust because the Trust is heavily involved in how the School is run. As such this notice covers how both the School and the Trust use your personal information and references to "we", "us" and "our" are references to both the School and the Trust. Further information on this can be found in the full version of the Privacy Notice.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Enrolment forms give us lots of personal information. We get information from you, your parents, your teachers and other students. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or let them know if we have any concerns about your welfare.
- We will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We may use photographs or videos of you for our website and social media sites or prospectus to show prospective students 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 a science lesson.

- We publish our public exam results and other news on the website and may put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.

If you have any questions about how we use your personal information, please speak to your Tutor. Alternatively, you can speak to your parents who will talk to us on your behalf.