



## How do we use your personal information?

# Privacy Notice for Pupils and Parents

---

Open Box Education Centre

May 2018

This Privacy Notice is to help you understand **how** and **why** we collect your personal information, and **what** we do with it.

### What is Personal Information?

Personal Information is the information Open Box collects about you. For example this may include:

- Name
- Address
- Date of birth
- Exam results
- Medical details
- Behaviour records
- Religion or ethnic group

### How and why do we need to collect your Personal Information?

A lot of your personal information is given to us by your previous schools. We also get information from you, your teachers and your parents. Often we get given information from doctors and other professionals. CCTV, photos and video recordings of you are also considered personal information. We collect this information to ensure the school runs safely and you get the best possible education. Here are some examples of why we collect certain information:

- It's important we tell your teachers if you're allergic to something, or if we can give you some extra help in your learning.
- We may need to provide your information to other schools, colleges or future employment when you leave us.
- We may need to share your information with the government if we have any concerns over your welfare, for example.
- We may need to share some information with our insurance company.
- We may use your photos or videos on the website or social media sites

- We share your academic information and progress with your parents or careers so they can help and support you in your education.
- We will need to share your information with exam boards when you take your final exams.

### What we do with your parent's information

We use your parents contact information and work details to ensure effective communication and cooperation between home and school.

Sometimes we need information from your parents about things that are happening at home that might have an effect on how you are feeling and how you learn.

### What we do with your information

The Principal is responsible for the management of personal information at Open Box. We keep your information safe, up to date, and won't use it for anything other than what we have said. When we no longer need your information we will destroy it.

Only in exceptional circumstances would we keep it longer than normal or share it more widely than usual.

**All of your information will be treated equally and fairly.**

### Decisions you can make about your personal information

- You can ask us to correct your information if what we currently have is incorrect.
- If you would like to know which information we have collected from you, you can ask the Principal.
- If there is any personal information you wish to keep confidential, please speak to the Principal.

This is an information notice to explain how we store and look after your personal information.

If you have any questions, please speak to the Principal of Open Box Education Centre.