

Privacy Notice for Parents and Carers

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. This may include:

- Name, address, date of birth
- Exam results and SEN needs
- 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 child's teachers and your child. Often we get given information from doctors and other professionals. CCTV, photos and video recordings of your child are also considered personal information. We collect this information to ensure the school runs properly and safely. Here are some examples of why we collect certain information:

- It's important we tell our staff if your child is allergic to something, or if we can provide some extra help in their learning.
- We may need to provide your information to other schools, colleges or future employment when your child leaves us.
- We may need to share your information with the government, for example if we have any concerns over your child's welfare.
- We may need to share some information with our insurance company.
- We may use photos or videos on the website or social media sites
- We share your child's academic information and progress with you so you can help and support your child in their education.
- We will need to share your child's information with exam boards when they take your final exams and with colleges, further education providers or employers when they leave.

What we do with your information

We use your contact information to ensure effective communication and cooperation between home and school. Sometimes we need information from you about things that are happening at home that might have an effect on how your child is feeling and how they 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.

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

Updated November 2020



Consent for use of your Personal Information

I have read the Open Box Education Centre Privacy Notice for Parents/Carers and I agree that our personal data can be used for the purposes stated.

I also agree that Open Box Education Centre may contact appropriate external agencies to share reports, information, data or advice when necessary.

Student name:

Parent/carer name:

Parent/carer signature:

Date: