



DATA PROTECTION NOTICE FOR PUPILS, PARENTS AND GUARDIANS

For the purposes of the Data Protection Act 1998 ("the DPA"), Millfield School ("the School") is the "data controller" of personal data about pupils and their parents and/or guardians ("your personal data").

Personal data processed by the School

Personal data processed by the School includes contact details, national curriculum and other assessment results, attendance information, special educational needs, images of pupils engaging in School activities and images captured by the School's CCTV system (and in relation to parents and/or guardians, may include financial information). The School may also process sensitive personal data such as ethnic group, religious beliefs, relevant medical information and biometric information in the form of fingerprint recognition. Your personal data will usually be collected directly from you, but some may be passed to the School by third parties.

Purposes for which your data may be processed

Your personal data (including sensitive personal data, where appropriate) is processed by the School strictly in accordance with the Data Protection Act in order to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- publish examination results as separately notified to affected pupils and/or their parents and/or guardians;
- provide appropriate pastoral care; assess how well the School as a whole is doing;
- communicate with former pupils;
- monitor pupils' email communications, internet use and telephone calls for the purpose of ensuring compliance with the School Rules, and strictly in accordance with the School's Pupil Safe & Acceptable ICT Usage Policy;
- where appropriate, promote the School through the School's prospectus, website or social media; or for press and media purposes (including through the use of photographs or images); and
- other reasonable purposes relating to the operation of the School.

Unless you have requested otherwise the School may also use your contact details to send you promotional and marketing information by post, email and SMS about the School and about carefully selected third parties.

Medical information about pupils may be processed so that staff will be able to respond appropriately in the event of a medical emergency and in order to safeguard and promote the welfare of the pupil. Biometric information about pupils may be processed to enable pupils to purchase items from the school shop and have access to lockers.

Financial information including information obtained from third parties such as credit reference agencies may be processed in order to verify your identity and to assess applications from parents or guardians for the award of a bursary. The School may search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of an award or credit. The School may also process information

about the payment of fees at this school or any other school and share this information with other schools.

Your right to access your personal data

Pupils and their parents and/or guardians, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand his/her rights and to make an access request themselves if he/she wishes. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child or a pupil for whom you have parental responsibility, then please contact the School in writing.

Third parties with whom the School may need to share your personal data

From time to time the School may pass your personal data (including sensitive personal data where appropriate) to third parties, including local authorities, other public authorities, UK Visas and Immigration, independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals and the School's professional advisers, who will process the data:

- to enable the relevant authorities to monitor the School's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the School (and where relevant, on behalf of individual pupils);
- to safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical and dental) care for pupils;
- where specifically requested by pupils and/or their parents or guardians;
- where necessary in connection with learning and extra-curricular activities undertaken by pupils, including the school's IT systems or online systems;
- to enable pupils to take part in national and other assessments and to monitor pupils' progress and educational needs;
- to obtain appropriate professional advice and insurance for the School;
- where a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied;
- where otherwise required by law; and
- otherwise where reasonably necessary for the operation of the School.

The School may also (unless you request otherwise) share personal data about former pupils with the Old Millfieldian Society (OMS), who may contact alumni from time to time by post, email and SMS about the Society and its activities, and for promotional, fundraising and marketing purposes.

Further questions

If you have any queries about this Notice or how personal data is processed by the School, please contact the Bursar.