



DENSTONE  
COLLEGE

# Children's Privacy Notice

## Who are we?

We are Denstone College and we are responsible for taking care of the personal data we collect about you. We care about your privacy and want to make sure you understand how we use your information.

## What is personal data?

Personal data is information all about you, for example, your name, where you live, your date of birth, your address, photos or videos you are in. It includes other information we collect to help us provide your education, for example, the records that tell us when you were at school, how well you are doing in your learning, test scores or grades you've been given, and your well-being. To keep you safe, we use special tools to protect your information and only share it with trusted partners.

## What personal data do we collect?

The personal data we collect includes:

- Your name, address, e-mail address, and emergency contact information
- The day you were born, your gender and your nationality
- Admissions information when you and your parents apply for a place at our school
- Academic records like your grades, work you do at school and the subjects you study.
- Examination Scripts and Marks
- Disciplinary Records about any rules you might have broken at school.
- Photographs and videos of you.
- Proof of who you are, including identification to prove your right to study in the UK.

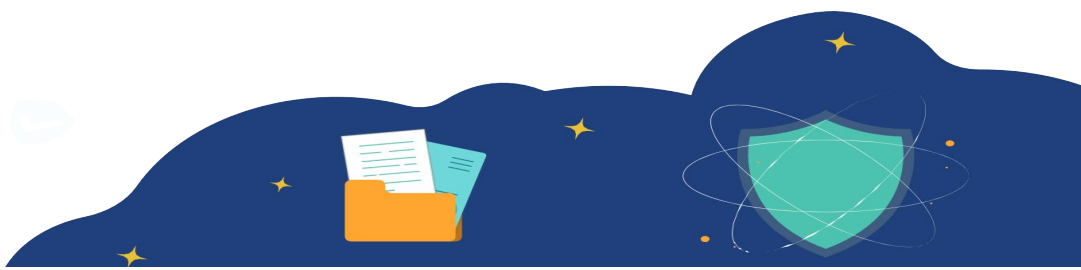
We may also collect, store and use the following 'special category' or 'sensitive' personal data. Special category data is important and very private information which needs special care.

Here's what it includes:

- Health Information: If you have allergies, a medical condition that requires managing or if you have an accident or get injured while you're at school.
- Beliefs: Your religion and what you believe in.
- Special Education Needs: This is help you might need at school to help you learn.
- Safeguarding and Child Protection: This is about keeping you safe.
- Race/Ethnicity: Where your family comes from and your cultural background.
- Counselling: Notes from your time if you see the school counsellor.

This information is kept extra safe to protect your privacy. Only certain people can see it, like nurses or teachers, to help you.

If you're ever unsure about sharing any personal information, ask a parent, teacher or a trusted adult.





## Why are we collecting your personal data?

We have to collect some of your data so that we can provide you with your education and make sure the school is run properly, as well as make sure your time at school and how well you do is recorded correctly. Sometimes the government will also ask us for information about who is at the school and their exam results. This will not be just you but all children in the country.

We use your information to:

- Decide who joins our school.
- Help you learn, keep track of your progress, and prepare you for exams. (We also share how you're doing with your parents.)
- Provide extra support if you need it, like tutoring, reasonable adjustments or special classes.
- Make sure you're safe and take care of your health and well-being.
- Keep the school safe for everyone, sometimes using cameras (CCTV) to watch over things.
- Follow the law and make sure everyone knows the school rules.
- Keep records about you, manage school fees, take care of the school buildings and ensure technology and computers are used appropriately.
- Showcase your talent, achievements and activities within the school community.
- Allow you to benefit from the use of educational learning platforms to enhance your learning.
- Offer you transport to and from school.

Additional information can be found on the school's Privacy Policy on our website.

## Where do we get your information from?

Some of the information comes from your family when you apply for a place here or start school. Sometimes it comes from the local authority or another school you were at previously. And some of it comes from you, such as the school work you do and your exam results.

## How do we use your information?

We use your information safely and follow the rules. Only the right people at school use it for the reasons it was given to us.

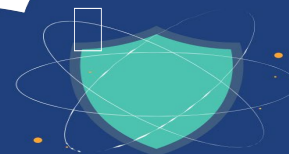
We have special rules to keep your information safe, like who we share it with and how it's accessed on laptops and mobile devices.

Sometimes, we need to share your information with others, like:

- Exam boards: To help with your tests.
- School nurse/doctor: To keep you healthy.
- Advisors and authorities: When needed for school business or by law.
- With you or your parent/guardian's permission: We might share your information with school groups (like the parent-teacher group) to help with school activities.
- Sporting organisations e.g. Duke of Edinburgh, England Hockey.
- Travel Agents for the booking and arrangements of school trips.
- Social media - which we will ask your permission for.
- If you have come from another country via an agent.



Some of our systems are run by other companies, like our school website or online storage. We make sure they keep your information safe too.



If we need to send your information to another country, we make sure it's protected just like it is here.

If you or your parents/legal guardians have questions, you can ask our Head of Compliance by emailing [compliance@denstonecollege.net](mailto:compliance@denstonecollege.net).

## How long do you keep my information?

We keep it only as long as we need it, or as long as the law says we must keep it. When we don't need it, we will delete or destroy it, or we might send it on to your next school when they need information about you. The school has a Records Management and Retention Policy that it follows.

## What rights do I have over my information?

You have the same rights as grown-ups. These include:

- Seeing your information: You and your parents/legal guardians can ask to see the information we have about you.
- Asking questions: If you have questions about your information, you can ask a teacher or a parent/legal guardian.
- Changing information: If something isn't right, you can ask us to fix it.
- Saying "No": Sometimes, you can say "no" to how we use your information, but sometimes we do have a legal reason to use it, which we would explain to you.
- Deleting information: In some situations, you can ask us to delete your information if you don't want us to have it anymore. However, there is certain information that we have to keep by law.

Most of the time your parents or legal guardians will take care of these rights for you until you are 13 years old or deemed mature enough to understand your decisions.

## Consent

Consent is giving permission. It means saying "yes" to something after you understand what it is. For example, if someone wants to use your picture online, they should ask you first, and you can say "yes" or "no."

We usually ask your parents/legal guardians for permission to use your information in certain circumstances like sharing your achievements and imagery on social media.

We don't usually need your permission to share information with your parents/legal guardians, unless there's a special reason not to.

You can talk to us about the possibility of withdrawing consent by emailing [staffsecretary@denstonecollege.net](mailto:staffsecretary@denstonecollege.net).

## How do I find out more?

If you'd like more information about how we collect and handle your personal information, you can ask a teacher or ask a parent or legal guardian to ask on your behalf. You or your parent/legal guardian can also email [compliance@denstonecollege.net](mailto:compliance@denstonecollege.net).

