



RUTLISH SCHOOL

PRIVACY NOTICE – Students 13-18

HOW WE USE YOUR INFORMATION

Introduction

This notice is provided to help you (the student) understand how and why Rutlish School collects your personal information and what the school does with that information.

Because you are usually considered mature enough when you reach the age of 13, you are now able to exercise your own data protection rights.

If you have any questions about this notice, please talk to the Head of Year.

What is "personal information"?

Personal information is any information the School holds about you that identifies you. This includes factual details and records:

- Identifiers and Contacts (such as your name, unique pupil number, contact details, and address).
- Characteristics (such as ethnicity, language, and free school meal eligibility).
- Records (like exam results, behaviour records, and attendance data).
- Sensitive Data (such as medical details, religion, or ethnic group).
- Safeguarding information (such as court orders and professional involvement).
- Media (CCTV, photos, and video recordings of you).

Why the School Collects and Uses Your Information

The primary reason the school uses your information is to provide you with an education. We collect and use your data for several key purposes:

- To support your learning and monitor your attainment progress.
- To provide appropriate pastoral care and execute the school's safeguarding responsibilities.
- To keep you safe (e.g., managing food allergies or using emergency contact details)
- To comply with duties placed upon the school for Department for Education (DfE) data collections.

We sometimes need to share your information to make sure the school runs properly and safely. For example:

- We must tell appropriate staff if you are allergic to something or need extra help with tasks.
- We may share information about your health and wellbeing with the School Nurse or counsellor.
- We use CCTV on school sites (but not in private areas like changing rooms) to ensure safety.
- We may have to provide your information to UK Visas and Immigration if you are from another country and we must verify your right to study in the UK.
- Sharing Your Information (Especially Relevant for 13+)

The school will only share your information with others when there is a good reason to do so, or when legally required.

Merton Family Hub

Youth Support Services (Age 13+):

Once you reach the age of 13, we are required under section 507B of the Education Act 1996 to share certain details with our local authority and/or provider of youth support services. This sharing helps them provide services like youth support services and careers advisers.

- The mandatory information shared is limited to your name, address, and date of birth.
- Currently, if your parent or guardian provides their consent, other information relevant to youth support services will be shared; however, this right to provide consent will be transferred to you once you reach the age of 16.

We routinely share pupil information with other entities as well, including schools you attend after leaving us, the NHS, Public Health England, the School Nurse Team, the Department for Education (DfE), and our local authority.

We also monitor your use of IT:

- We will monitor your use of email, the internet, and mobile electronic devices (e.g., PC, laptops) to check that you are not misbehaving or putting yourself at risk of harm.
- We employ a system that decrypts and inspects HTTPS web traffic within our network to enhance online safety and prevent access to harmful content.

Your Data Protection Rights (Under UK GDPR)

As a pupil over 13, you are generally able to exercise your own data protection rights. You can make a request for your personal information, or access your educational record, by contacting The School Business Manager.

You have the following rights concerning your personal data:

- Right to be informed about how your data is collected and used.
- Right of access (or Subject Access Request - SAR) to ask us for copies of the personal information we hold about you.
- Right to rectification to ask us to change any information you think is not accurate or complete.
- Right to erasure to ask us to delete your personal information (though this right does not apply when the lawful basis for processing is a legal obligation or public task).
- Right to object to processing of your information, in certain circumstances (though this right does not apply if we rely on legal obligation or vital interests).
- Right to withdraw consent at any time if we are relying on your consent for processing.

If we ask for your consent to use your personal information, you can take back this consent at any time.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO).