



RUTLISH SCHOOL

PRIVACY NOTICE – Students Over 18

HOW WE USE YOUR INFORMATION

Introduction

This notice is provided to help you (the student, who is over 18) understand how and why Rutlish School collects your personal information and what the school does with that information.

As you are over 18, you are fully recognised as the data subject and rights holder regarding your personal information.

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.
- To assess the quality of the services provided by the school.

We gather information from various sources, including admissions forms, your previous schools, your teachers and other staff, and sometimes from doctors or other professionals where necessary for your care.

Sharing Your Information

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

We routinely share your information with:

- Schools that you attend after leaving us, including information about results and references.
- The NHS, Public Health England, and the School Nurse Team.
- Our local authority (as required under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013).
- The Department for Education (DfE) either directly or via the local authority for statutory data collections.

Merton Family Hub

Youth Support Services (Age 16 to 19):

Because the local authority and youth support services have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996, we share certain information with them, which enables them to provide services such as:

- Post-16 education and training providers.
- Youth support services.

- Careers advisers.

The mandatory information shared is limited to your name, address, and date of birth. As you are over 16, the right to consent to the sharing of other information relevant to youth support services rests entirely with you.

Other Sharing and Monitoring:

- We may share information with UK Visas and Immigration if you are from another country and we must verify your right to study in the UK.
- We may share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- We use CCTV on school sites (but not in private areas like changing rooms) to ensure safety.
- 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, ensure compliance with safeguarding regulations, and prevent access to harmful content.

Lawful Bases for Processing Your Data

The UK General Data Protection Regulation (UK GDPR) requires us to have a lawful basis for processing your information. The primary bases we rely on are:

1. **Public Interest:** The processing of your data is necessary for public interest, which includes providing you with an education, safeguarding your welfare, and promoting the objectives and efficient operation of the school. If you object to processing based on public interest, you should speak to the Headteacher.
2. **Legal Obligation:** We must use your information to comply with legal requirements, such as reporting concerns about wellbeing to Children's Services or disclosing information to the courts, the local authority, or the police when legally obliged.
3. **Legitimate Interest:** We may process data if the school has a legitimate interest, provided that your rights or freedoms are not overridden.
4. **Vital Interests:** To protect the vital interests of any person where consent cannot be given (e.g., if you are seriously hurt and unconscious).
5. **Legal Claims:** Processing is necessary for the establishment, exercise, or defence of legal claims (allowing us to share information with legal advisors and insurers).
6. **Consent:** If we rely on your consent to use your information in certain ways, you can withdraw this consent at any time.

Your Data Protection Rights (Under UK GDPR)

As an adult student (over 18), you are fully entitled to exercise your own data protection rights:

Right	Description	Key Detail
Right to be informed	To be informed about how your data is collected and used.	
Right of Access (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.	This right does not apply when the lawful basis is legal obligation or public task.
Right to Restriction	To ask us to stop using your information in certain ways.	

Right to Object to Processing	To object to the processing of your information, in certain circumstances.	This right does not apply if we rely on legal obligation, contract, or vital interests.
Right to Withdraw Consent	To withdraw consent at any time where we rely on your consent for processing.	

To make a Subject Access Request (SAR) or access your educational record, contact The School Business Manager.

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).