Prior Park Schools

Data Privacy Notice for Students

In order to provide you with safe and secure IT services to support your education and life at Prior Park Schools ('the school'), we have to store and use a variety of information that could be used to identify you (known as "Personal Data").

- This document describes how you may access school IT services, what personal information may be involved, and how we may record that activity as part of our duty to provide a safe learning environment.
- We will also need to record information about you on our systems for registration, academic reporting and pastoral (house) purposes.
- This document also tell you what happens to this information after you leave and your rights to that data.
- This notice is revised regularly to meet the ongoing needs of the school
- The school policies that support this notice can be found at http://www.priorparkschools.com/policies

How you may access school IT services

- You will be given a unique logon to a range of school IT services which will allow you to save work, send email, collaborate with other Prior students and teachers and give you access to a range of educational resources and the wider internet.
- These services may be based on the local school network or on internet-based systems
- All of the systems storing your data will be required to meet UK and EU data protection standards.
- You may also be required to use other online academic services as directed by your teachers who may require you or your parents to provide additional consent.
- You may connect your own devices to the school student wifi network both for accessing school online services and also for the wider Internet. Your school login will be used to authenticate your wifi connection.
- Your use of any school IT service is subject to the Student Acceptable Use of IT Services Policy.

How we use school IT systems to protect you

- A central part of the education you receive at Prior Park is the right to study in a safe, managed environment. This includes all of your online activity (whether on a school system or the wider internet).
- In order for us to provide this environment and, in line with the Prevent Duty Policy, we are committed to keeping all students safe from sources of extremist doctrines.

- Our systems record access to all websites visited and filter a wide range of categories including: hate, racism, weapons and violence. Attempts to access any such areas will result in action being taken according to the Student Acceptable Use of IT Services policy.
- Whether you access the Internet from a school computer or your own device, our systems record your access by IP address, Mac address and school username as well as the site or service accessed.
- The data you access from the Internet is automatically gathered by our online security systems, allowing us to produce reports as evidence of your internet access should this be required as part of our pastoral, safeguarding or anti-extremism procedures.
- Should a member of staff have a concern about your behaviour or online activity, they may request to access your school accounts or internet access logs, whether from a school computer or personal device.
- This report may then become part of your student record at Prior Park College which will be stored in line with our general record retention policy.
- Our security systems will only see the online data you access, never the data stored on your own devices.
- In certain safeguarding situations, it may be necessary for staff to directly access your own devices. This will only be done whilst you are present and with specific parental approval.
- CCTV systems are in operation around the school to protect your safety and the safety of the school site. This footage is only used for security purposes by specific staff and removed after 30 days.

How we use school IT systems to record your academic and pastoral life at Prior Park
- As a necessary part of providing you with your education, we have to ensure that your academic and pastoral life is recorded and monitored throughout your time at Prior Park
- All academic and pastoral information about you will be stored on secure, school managed systems that meet UK and EU data protection requirements.
- This information will include reports, grades and exam results as well as your attendance, behaviour or points of concern by your teachers and house staff.
- Our systems may also contain important medical information about you if there are conditions, allergies or disabilities that we need to be aware of in order to provide a safe environment for you or to support your educational needs.
- These systems can only be accessed by academic, house and support staff who will only have access to the specific areas they need to support you.
- You will also have day to day access to the "student portal" part of our system from where you can get your timetable and see past reports.
- We may also request your previous school to send personal information about you to us should this be necessary.

How we may use photos and video of you
- Some of your lessons or house activities may involve the taking of photos or video in which you may feature which then becomes part of the life of the Prior community.

- There will also be school events that may be recorded specifically for publicity or marketing purposes and may be used on the school website or by outside organisations (such as newspapers or companies helping us to advertise the school).
- We will make sure that any use of photos or video of you by an outside organisation or our website and social media accounts does not include your name, age, form or address.
- If there is a reason (such as a child protection issue) why you are not allowed to be filmed (which your parents have declared when you joined) then we will make sure that filming does not involve you.
- You may be asked by the school to provide consent for photos or videos of you to be used for marketing purposes. Please refer to the school's Video and Photography policy for further details

What happens to your data after you leave
- Any work or files that you create and store on our systems belong to you. It is, therefore your responsibility to make sure that you make a copy of any of your work stored on a school system before you leave.
- The IT support team will be pleased to offer support and advice in how best to achieve this.
- We will also aim to store any of your school work for no more that 24 months after you leave after which it will be securely deleted or destroyed (if in physical format).
- We may identify specific pieces of excellent work to use as examples for other students' studies or for marketing purposes. We will always ask for your permission before doing this.
- All of your academic and pastoral records form an important part of the life and history of the school and will normally be kept for a minimum of 6 years after you leave (in line with the school's data retention policy)
- Any such information will only be accessible by specific staff responsible for archive information
- Once you have left, we may provide you with limited access to your public examination results on the school management system.
- If you are leaving for another school and the new school requests academic or pastoral information about you, we will make sure that all appropriate personal information is transferred to your new school in a secure manner

Your rights to your data
- You (or your parents or guardian if you are under 13) have the right to request that we provide you with any personal information about you that we may store. We have 30 days to respond and, if appropriate, provide you with this information in an easy to access format. We may refuse such a request if we can show that the request is unreasonable or may impact on the privacy of another individual or be the subject of a legal process
- Once you leave the school, you have "the right to be forgotten" which means that you can request that we either destroy any personal information about you or "anonymise" that

information so that it is not possible for you to be connected with that information (such as past exam results)

- You (or your parents or guardian) may address any such requests to the Chief Operating Officer, Mr Gerard Hickie: GHickie@priorparkschools.com

Policy Documents

All policy documents referenced in this notice can be found at:

http://www.priorparkschools.com/school-policies