



# SURBITON

HIGH SCHOOL

## How we use your personal data

### Who is United Learning?

Surbiton High Boys' Prep School and Surbiton High Girls' Prep School are part of a group of schools called United Learning.

### What is this document about?

- This is letting you know why, where, when and how your school and United Learning uses information about you as a pupil. This information is often referred to as personal data or data.
- The person in charge of this for United Learning is called the Data Protection Officer.
- Speak to a teacher, or an adult, that you know from your school if you want to know more about that person and what they do or if you would like to ask them a question.

### What sort of data do we keep?

- Your name and how we get in touch with your parents, guardians or carers.
- Your pupil number
- Your home address, phone numbers and email addresses
- Photographs and videos of you
- Other information about you such as:
  - The country where you were born
  - Your nationality
  - The language(s) that you use
  - The culture and religion that you share with your family
  - How often you are in school and if you are away a lot of the time
  - If you need to take any medicines or must not eat or touch some things
  - If you get or need any extra help with things
  - Any trouble you have been in and what happened about it.

### We need to use your data to:

- Help you to learn
- Make sure you are getting on as well as you can

- Keep you and your friends safe in school
- Make sure we are doing a good job in teaching you
- Help people learn more about your school

### **It's the law**

- There is a law called '*The UK General Data Protection Regulation (UK GDPR)*' that means your school and United Learning can only use your data in ways that you know about.
- We can use your personal data because we are educating you, which means that we are carrying out a task that your parents or carers have asked us to do by signing a document called a contract.
- We might use images of you to help people learn about your school or United Learning. We will ask for your parents' or carers' permission before we do, and we will ask if you are happy to be included each time we take photographs or videos.

### **How long do we keep your data?**

- United Learning has rules about how long we will keep your data.
- These rules make sure that when you go to other schools United Learning can give real data to you or other people who need see it.
- United Learning's rules make sure that your data is as safe as it can be.
- United Learning can only keep your data for as long as it may be needed.

### **Who can see your data?**

Your data is only shared with other people who need to see it. We will share your data with:

- People within United Learning.
- People in charge of schools in your part of the country.
- People in the UK Government.
- Schools that you go to after this one.
- People who help us to teach or look after you.
- Companies that provide the websites and learning apps that we use to help you to learn better.
- Hospitals and doctors if you need help.

### **Why do we share your data?**

- UK law says we must share your data with the UK Government.
- To keep track of what is happening in all the United Schools all around the country.
- To make sure we are teaching you the right things at the right time.
- To give you access to fun and exciting resources to help you learn.
- To make sure that when you move on to another school, they have all the information they need to help you settle in.

- To make sure that if you need help or are poorly, the doctor or hospital have all the information they need to look after you.

#### **You and your personal data**

- If you think that you need to see the data that your school or United Learning is keeping about you, speak to a teacher or an adult that you know at school.
- They will help you to find out what you need to do to see your personal data.