



## CATERHAM SCHOOL

### **Data Privacy Notice for Pupils Under 12 Years**

#### **You and Your Data**

**Any information that the school has about you is called data.**

**This document is all about your school data and how the school keeps your private information safe.**

You have the right to know:

1. What kinds of **data** the school keeps about you.
2. Why the school keeps **data** about you;
3. Where the school gets your **data** from;
4. How the school keeps your **data** safe.

#### **1. What kinds of data does the school keep about you?**

For pupils the school will keep the following data:

- Your name, your address, your parents' telephone numbers, your parents' email addresses, your date of birth.
- Photographs and video clips count as data. You know that we keep taking loads of pictures of all the things you do at school. Each of those pictures are included as data.
- If you have any important medical notes the school will keep that data too so that we can help to keep you safe and well.
- The school will keep data about your schooling. We keep copies of all your school reports and the marks you have scored in all the assessments you have done.
- If we have had any meetings with your parents we will keep any notes of what we talked about, (we usually talk about you!).
- If anything unusual or special has happened to you while you have been at the school, that data will be kept.
- If you went to another school before Caterham, that school will usually send us through some information to help us assist you to settle in when you are new. We keep that data too.

## **2. Why does the school keep data about you?**

All data is kept to help you and keep you safe. We only keep data that will help the school to assist you as you progress.

- Sometimes teachers leave and other teachers join the school. The new teachers need to know all about you so that they can continue to look after you and your progress.
- When you move to the next part of Caterham School, your new teachers there will need the data too.
- One day you and your family may move home to another area or even a new part of the world. We need the data to send on to your new school so that they can help you make a really good start.
- Some of your data is needed to keep you safe. We need to know about anything you are allergic to or any serious illness or injury you may have had in the past.
- Each year the government needs to know how many children are in the country and what they are doing at school. These questions from the government are called a census. We answer the census by using our school data.

## **3. Where the school gets your data from:**

- When you join the school, your parents fill in a form that gives us most of your data about your age, and where you live, what your family's religious beliefs are and any important medical details that we need to know in order to keep you safe. If any of those details change, your parents let us know and we update the data.
- Whenever you write assessments, your marks are kept as data.
- If something happens to you that other teachers should know about it gets recorded. Sometimes on paper in your pupil file, sometimes on an electronic system called 'CHIP' (Caterham Holistic Information Portal).

## **4. How the school keeps your data safe.**

- The school has an electronic computer system for storing all of the data about pupils. The system is called 'iSAMS'. It is designed for big independent schools like ours to keep all of your data safely and usefully so that teachers can find it quickly when they need it.
- Any member of staff going into iSAMS needs to have a log-on and password. For data about an individual pupil we need a second password clearance so that your data is kept very private.
- When we take any photos or video clips of you, the pictures are downloaded onto the school's computer files. These are called databases.
- If something happens about your welfare or health, e.g. if you are ill or get hurt at school or if something has happened that has upset you, it is recorded on 'CHiP'. Only members of staff who need to know can get to this data. The iSAMS system and CHiP system are electronically connected.
- When your school reports are sent out they go to a portal that only your parents have access to. No one else can see them.

- In the main administrative offices we also keep cardboard files where paper data, such as letters or forms about you are kept in locked filing cabinets. Each pupil has their own cardboard file.
- You know that your form teacher takes the register every morning and every afternoon. This is the law. The registers are part of the iSAMS system and the information about your attendance is secure in there.

### **Finally**

We take our responsibility to look after your personal data very seriously. If you have any questions about your personal data at school you are welcome to ask any member of staff about it.

You should also take great care of your personal data. Be very careful who you give your personal details to, especially when you are using a computer, a tablet or a phone online.

Last Reviewed Date: May 2021