FOREST SCHOOL

Privacy Notices for Pupils

V1.1

Approved (Date):	**8 October 2025**
Next review (Date):	**September 2026**
Owner (Name, Title):	**Director of Operations and Compliance and Data Protection Lead**
Classification:	
Comment:	19.01.26 – Updated staff responsibilities

1 Purpose

1.1 The purpose of these notices to is explain to pupils and their parents how information about the pupil is used by the School. This is required by law and is part of the School's obligation to process personal data fairly.

2 Scope

2.1 The privacy notices apply to all pupils in the school.

2.2 The **Privacy Notice for Pupils** (text in 5 below) applies to all pupils who are considered mature enough to understand their data privacy rights. At the school, all pupils in Year 8 and above are deemed capable of exercising their data privacy rights under the GDPR. This does not limit younger pupils from exercising their rights if they are deemed capable of understanding a particular data privacy right that they wish to exercise. Their capability will be considered by the Data Protection Lead and relevant staff members in the school.

2.3 The Pupil Privacy Notice for Parents (text in 6 below) applies to pupils in Year 7 and below who are not generally considered mature enough to understand their privacy rights. However, if pupils can illustrate their understanding of a data privacy right, they will be able to exercise their right/s. Their capability will be considered by the Data Protection Lead and relevant staff members in the school.

3 Publication

3.1 The text in 4 and 5 below will be published unaltered wherever it is published. Presentation elements such as the school logo, fonts etc may be adapted to suit the audience and publication, especially where this is likely to promote reading them.

3.2 Publication of the Privacy Notices in any form is controlled and must be approved by the Data Protection Lead prior to publication.

4 Related Policies

The Privacy Notices should be read in conjunction with:

4.1 Forest School Information Policy

4.2 Information Security Policy

4.3 Data Protection Policy

4.4 Responsible Use of Information and Technology Policy for pupils.

5 Privacy Notice for Pupils

How We Use Your Information: Privacy Notice for Pupils

Forest School, September 2023

Introduction

This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice please talk to Mr Bishop, the Data Protection Lead for the school.

What is "personal information"?

Personal information is information that the School collects about you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your religion or ethnic group. Information about your use the school's systems, network and online activities, CCTV footage, photos, video or sound recordings of you, are all examples of personal information.

How and why does the School collect personal information?

Admissions forms that were filled in when you joined the school give us lots of personal information. Your old school also gives us information about you. We get information from you, your teachers and other pupils. Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all your teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe for you and others. CCTV is not used in private areas such as changing rooms. In exceptional circumstances, we may use CCTV to assist locating items that have been reported lost.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your exam results and provide references.

- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at School or if there is a burglary.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.

We will only share your information with other people and organisations when we have a good reason to do so.

We will monitor your use of email and other messaging and communication apps, the internet, and mobile electronic devices e.g. iPads, mobile phones, and laptops. If you would like more information about this, you can read the Responsible Use of Information and Technology Policy or speak to Mr Bishop.

We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here as well as for teaching purposes. We use photographs of you for your school and bus badges, and in our school systems for school trips for your safety.

We publish our public exam results, sports fixtures and other news on the website and social media and put articles and photographs in the local news to tell people about what we have been doing.

We may keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

We will keep details of your address when you leave so we can send you news and find out how you are getting on. We may also pass your details onto the alumni organisation.

What do we do with your personal information?

The Data Protection Lead is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

You have rights over your personal information. These include the right to be informed, access, correct, delete, restrict, move, and object to how your information is used. Specifically, you can ask us to:

1. Explain some use of your personal information.
2. See personal information we hold about you.
3. Update incorrect information. If you would like to update information about you, please speak to your tutor.
4. Erase your information: In certain circumstances, you can ask personal data about you to be deleted.
5. Control your information: You can ask that we stop using some information about you or restrict our use of your information, in certain circumstances.
6. Move your information: You can ask for information about you to be moved or reused for different services; this is known as data portability.
7. Object to use of your information: You can object to how your information is used in certain circumstances.

If you would prefer that we keep certain information about you confidential then please speak to your tutor.

Further information and guidance

This notice is to explain how we look after personal information.

If you have any questions, you can ask your tutor, or the school's Data Protection Lead about how it works in our School. You are welcome to contact the Data Protection Lead, Mr Bishop on dpl@forest.org.uk , call 020 8509 6545, or visit him upstairs in the Whitmore. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

You have the right to raise a data protection complaint by contacting dpl@forest.org.uk.

Authorised by:

Mr W Bishop

Data Protection Lead

Effective date of the policy: 8 October 2025

Review date: Annually, and as required.

Circulation: Published on the School's website, on the Intranet.

Status: Drafted in accordance with the UK Data Protection Act 2018 and currently known DUAA2025 provisions.

6 The Pupil Privacy Notice for Parents

How We Use Your Child's Information
Pupil Privacy Notice for Parents

Forest School

October 2025

Introduction

This notice is to help parents understand how and why we collect your child's personal information and what we do with that information. It also explains the decisions that you can make about your child's information.

We are giving you this notice because you can exercise your child's data protection rights on their behalf **until he/she enters Year 8, at which time the school deems your child able to** exercise his/her own data protection rights. However, in individual instances, younger pupils will be allowed to exercise their own rights once this has been assessed by the Data Protection Lead and other relevant staff members, for example, the Designated Safeguarding Lead.

If you have any questions about this notice, please talk to the Data Protection Lead.

What is "personal information"?

Personal information is information that the school collects about your child. This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. The school may also record your child's religion or ethnic group.

Information about your child's use of the school's systems, network and online activities, CCTV footage, photos, video, or sound recordings of your child, are all examples of their personal information.

How and why does the School collect personal information?

The admissions forms which you complete give us lots of personal information. Your child's old school also gives us information about them. We get information from your child, his / her teachers and other pupils.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe for your child and others. CCTV is not used in private areas such as changing rooms. In exceptional circumstances, we may use CCTV to assist locating items that have been reported lost.

- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.
    8. Depending on where your child will go when they leave us, we may need to provide their information to other schools, colleges and universities or potential employers. For example, we may share information about your child's exam results and provide references.
    9. If your child takes public examinations, we will need to share information about them with examination boards.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at School or if there is a burglary.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.

We will only share your child's information with other people and organisations when we have a good reason to do so.

We will monitor your child's use of email, other messaging systems, the internet and mobile electronic devices e.g. iPads, mobile phones and laptops. If you would like more information about this you can read the Responsible Use of Information and Technology Policy for Pupils or speak to your child's tutor or the Data Protection Lead.

We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here, as well as for teaching purposes. We may use photographs of your child for school and bus badges, and in our school systems for school trips for his/her safety.

We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

We may keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

We will keep details of your child's address when you leave so we can send them the news and find out how they are getting on. We may also pass their details onto the alumni organisation.

What do we do with your child's personal information?

The Data Protection Lead is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your child's information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

In exceptional circumstances we may keep your child's information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your child's information?

Your child has rights, called Information Rights, relating to information we hold about them, that you can exercise on their behalf and which we respect. Specifically, you have the right to:

10. Be informed about how we use your child's personal information. You can ask us, if you would like some use of your child's personal information explained.
11. Access your child's data: You can request to see the personal data we hold about your child.
12. Update incorrect information: If you would like us to change or update the information we hold about your child, please speak to the Head of the Preparatory School or the Head of the Lower School. You can also ask what information we hold about your child.
13. Erase your child's information: In certain circumstances, you can ask that personal information about your child be deleted.
14. Control your child's information: You can ask that we stop using some information about your child or restrict our use of your child's information, in certain circumstances.
15. Move your child's information: You can ask for information about your child to be moved or reused for different services; this is known as data portability.
16. Object to use of your child's information: You can object to how your child's information is used in certain circumstances.

If you would prefer that we keep certain information about your child confidential then please speak to the Head of the Preparatory School or the Head of the Lower School.

Further information and guidance

This notice is to explain how we look after personal information.

If you have any questions, you can ask the Data Protection Lead about how it works in our School.

You are welcome to contact the Data Protection Lead, Mr Bishop by email to dpl@forest.org.uk, or by calling 020 8509 1744.

Authorised by:

Mr W Bishop

Data Protection Lead

Effective date of the policy: 8 October 2025

Review date: Annually, and as required.

Circulation: Published on the School's website.

Status: Drafted in accordance with the Data Protection Act 2018 and available provisions of the Data Use and Access Act 2025