



PRIVACY NOTICE (SUMMARY) – PUPILS AGED 13 YEARS OR OVER

Date of Policy:	October 2020
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Policy Owner:	Bursar
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Governor Committee(s):	Compliance & Risk Committee

Introduction

As a pupil at Trent, we take the matter of protecting your personal information seriously. This summary Privacy Notice contains key information about how we handle and process your personal information and your rights under current Data Protection Law. We aim to make this information understandable and accessible, however you should contact your tutor or the Bursar if you have any questions or do not understand the information in this summary Privacy Notice.

For further details you can also refer to the full Privacy Notice – Pupils, Parents and Alumni if required.

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1. Who we are

We are Trent College (also referred to as "**the School**"). The School is registered as a Data Controller with the Information Commissioner's Office (also referred to as the "**ICO**") for the purposes of the relevant data protection legislation¹ (also referred to as "**Data Protection Law**").

¹ Data Protection Act 2018 (as amended or superseded), the General Data Protection Regulation (EU 2016/679) and other related legislation.

2. What this summary Privacy Notice is for

This summary Privacy Notice contains key information about how the School handles and processes your personal information and your rights under current Data Protection Law.

For further details you can also refer to the full Privacy Notice if required.

3. Responsibility for data protection

The School has appointed the Bursar as Privacy Compliance Lead, who will endeavour to ensure that your personal information is processed in compliance with this summary Privacy Notice and Data Protection Law.

4. Why the School needs to process your personal information

The School will need to process your personal information in order for the School to fulfil its obligations to you and to allow you to make the best use of your time at the School. The School will therefore have what is called a "legitimate interest" for processing your basic personal information and sensitive personal information. The School may sometimes be required to seek your consent to process your personal information for a specific purpose. The School will only hold the minimum information required to allow you to thrive in your years here.

5. Types of your personal information processed by the School

The types of your personal information processed by the School include by way of example:

- your name, address, telephone numbers, e-mail addresses and other contact details;
- your car details (if applicable);
- your academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- information about your health and welfare (where appropriate);
- references given or received by the School about you;
- correspondence with and concerning you; and
- photographs and images of you engaging in school activities, and images captured by the School's CCTV system.

6. How the School collects your personal information

Generally, the School collects personal information from you or your parents directly. However in some cases your personal information will be supplied by third parties (for example another school) or collected from publicly available resources.

7. Who has access to your personal information and who the School shares it with

For the most part, your personal data will remain within the School and will only be processed by appropriate staff in accordance with the School's access protocols.

However occasionally, the School may need to share your personal information with third parties such as:

- service providers (for example IT software providers, healthcare provider, trip providers and photographers);
- government authorities (for example DfE, police or the local authority);
- examination boards; and

- appropriate regulatory bodies (for example Independent Schools Inspectorate, Ofsted or the Information Commissioner).

The School will only share your personal information with third parties where there is a legitimate or lawful reason for doing so, and this is always subject to assurances that your personal information will be kept securely and in accordance with the School's specific directions.

8. How long does the School keep your personal information

The School will normally keep your personal information up until you reach the age of 25 years, unless there are other legitimate or legal reasons for keeping it longer.

9. Keeping in touch and supporting the School

The School may use your contact details, and share them with the Parents Association and OT Society, in order to keep you updated about the School and Alumni news, events, fundraising, careers and networking opportunities.

10. Your rights

You have the right to access and understand the personal information that the School holds about you, and in some cases to ask for it to be erased or corrected. If you wish to access or amend your personal information, or wish to object to how it is being used, please put your request in writing to the Privacy Compliance Lead.

You have the right to withdraw your consent to the School processing your personal information, however this will only apply to certain groups of information for which you have given particular consent.

11. Data accuracy and security

The School will endeavour to ensure that your personal information held is as up to date and accurate as possible. The School will take appropriate technical and organisational steps to ensure the security of your personal information.

12. Summary Privacy Notice updates

The School will update this summary Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

13. Queries and complaints

If you have any queries or concerns, please contact your tutor in the first instance or alternatively you can contact the Bursar (bursar@trentcollege.net). If you believe that the School has not complied with this summary Privacy Notice or acted otherwise than in accordance with Data Protection Law, you can also utilise the School's complaints procedure or you can make a referral to or lodge a complaint with the ICO (although the ICO recommends that steps are taken to resolve the matter with the School before involving them).