

# Fyling Hall School Privacy Notice



## **This privacy notice aims to clarify:**

1. what information we collect about you & pupils
2. how we may use information we collect about you
3. disclosure of your details to others
4. how long we will keep your information for
5. your rights
6. our use of cookies
7. our [Data protection policy](#) how to contact us

Where we link to third party websites, they will have their own privacy and cookies policies and it is your responsibility to review these. We cannot accept any responsibility or liability for the policies of third party websites.

## **1. What information we collect**

When someone visits our website, we collect standard internet log information and details of visitor behaviour patterns. This is to allow us to monitor user behaviour and visit rates. This information is anonymous. Where we gather personal information this will be made clear. Our website uses cookies.

When you request a prospectus or a call back, or register for an Open Event we will store your information. This can consist of information such as your name, email address, postal address, telephone or mobile number, number of children, their ages and names. How long this information is stored for depends on whether your child/children subsequently become a pupil/pupils at Fyling Hall. Click here to view our [Data protection policy](#) .

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information (Number of Detentions etc..)
- post 16 learning information

## **2. How we may use the information we collect**

The information gathered about you may be used for the following purposes:

- to contact you in relation to any service you have requested, such as a prospectus or call back
- to deal with any correspondence we receive from you or any comment or complaint you make

# Fyling Hall School

## Privacy Notice



- in relation to any contribution you have submitted to us, such as photographs
- to send marketing communications relating to our business, which we believe may be of interest to you
- to send email communications where you have agreed that we can get in touch
- to send out general communications to administer the website

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### **3. When will we disclose your details?**

We will not pass your information to any third parties and will keep your information confidential except where disclosure is required for legal reasons (i.e. by police). If at any time you no longer wish to receive marketing correspondence from us, please contact us and we will remove you from our records.

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Independent Schools Inspectorate
- Doctors surgery (For boarders to registration)

### **4. How long we keep your information for?**

How long information is stored depends on whether your child/children are, or become, a pupil/pupils of Fyling Hall.

### **5. Your rights**

We comply fully with the requirements of the Data Protection Act 1998. This includes your right to access the information we hold about you. You may instruct us not to process your personal data for marketing purposes by email at any time.

#### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [setting to include details of their administrator / Data Protection Officer]

# Fyling Hall School

## Privacy Notice



You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **6. COOKIES**

Our website makes use of cookies to improve your browsing experience. A cookie is a small text file which is stored on your computer by your web browser which enables a website to remember certain information about you, for example, if you are logged in or what items are in your shopping basket.

## **7. Our data protection policy**

[Data protection policy](#)

## **8. Contact us**

If you have any questions about this privacy notice or our treatment of your personal data, please write to us by email [office@fylinghall.org](mailto:office@fylinghall.org) or by post to The Headmaster, Fyling hall School, Robin Hoods Bay, Whitby, North Yorkshire, YO22 4QD