

Bede's Trust Privacy Notice for Senior School students over the age of 13

This notice deals with two sources of data: that taken directly from you and that taken from others or elsewhere.

This privacy notice should be read in combination with the 'Overview Privacy Notice' and the introductory paragraphs of the 'Privacy Notices' section on the School's website.

This privacy notice will be provided to you at the time your data is being collected, if it is being taken directly. This means you get this when the school gets your data from your parents, or within one month. This policy will thereafter be available on both Mybedes and the Trust website.

Data will be processed for the purposes of allowing you to make the best of your time at Bede's school. The school will therefore have what is called a "legitimate interest" (valid reason) for processing basic and sensitive personal data. The data the school holds will be the minimum it requires to allow you to thrive in your years here.

The school will share your data where relevant with the following companies who have contracts with the school and who have equalled the school's precautions, systems and procedures for dealing with data, these are:

- Holroyd Howe, Trust caterers
- Gillman and Soame, Trust photographers
- Quintin Medical Centre, Trust Health care service provider
- Microsoft, iSAMS, PASS, Trust IT software providers
- AS Tracking, unifrog (for UCAS data)
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- Shopify

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises, should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it is required.

The retention period for pupil data will be until you reach the age of 25, [and/or be modified by any other legal obligation the Trust finds itself under], for further details on the Trust's retention policies please refer to the Trust Retention of Records Policy available on both Mybedes and the Trust website.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data. The Information Commissioner is available through the ICO helpline at 0303 123 1113. It should be noted that the ICO recommends that steps are taken to resolve the matter

directly with the school prior to involving the regulator, please refer to the school's Overview Privacy Notice for further details.

We will obtain the data the school requires from you or from your parents or guardians, should we need data from other sources we will contact you.

We see the provision of personal data as necessary to properly manage your time at Bede's Trust and for the school to fulfil its obligations to you.

There is no automated decision making or profiling involved handling this data.

Owned by: Data Compliance Manager

Authorised by: SMT

Date: August 2018

Review Date: August 2019

Circulation: All staff, pupils