

# How We Use Your Information

## Privacy Notice for Parents of Younger Pupils

### - Key Information -

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This notice contains the key information about **how** and **why** we collect your child's personal data and **what** we do with that information.

In summary, personal data is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at School and any information that we need to take care of your child. Photographs and videos of your child also count as their personal data.

We encourage you to read the full version of our pupil privacy notice which is published on the School's website and can be found [here](#). You can also obtain a copy of the full privacy notice by contacting the School on 01483 237666, at Cranleigh School, Horseshoe Lane, Cranleigh, Surrey GU6 8QQ or by speaking to your child's form tutor.

The full version includes additional points, such as:

- further information on the purposes for which we use your child's personal data;
- our lawful bases for using and retaining your child's personal data.

The School uses your personal data in order to:

- Teach your child and our other pupils;
- Look after your child and others such as other pupils;
- Monitor the behaviour of your child and others and to take action where appropriate;
- Enable the School to comply with its legal obligations, to assist the School regarding the management and operation of the School and to advance and protect the School's interests, objects and reputation; and
- Fundraise, market and promote the School. For example, by using photographs of our pupils in the School prospectus, on the School's website or in social media.

We set out below examples of the different ways in which we use your child's personal data and where that personal data comes from:

- Admissions forms give us lots of personal data about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to share some information about your child with the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare.
- 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 and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- 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 use CCTV to make sure the School site is safe and sometimes to investigate incidents (e.g. where pupils have been misbehaving or someone has been injured). CCTV is not used in private areas such as changing rooms or toilets. For more information about our use of CCTV please see our Security, CCTV and Pupil Safety Policy which can be found on the School's website.
- We will monitor, and filter where appropriate, your child's use of email, the internet and web browsing on school mobile electronic devices, e.g. school iPads, when your child is both on and off the school campus. This means our protective measures do not end when a school term does, our remote monitoring of school devices extends during school holidays ensuring a safe online environment away from School.
- We also monitor and look at your child's use of technology on any personal mobile device(s) while connected to the School Wi-Fi. The purpose of this is to safeguard your child from inappropriate or harmful content, protect the School's network and to encourage responsible use of technology.
- We will keep details of your child's address when they leave so we can keep them updated about what is happening at the School, to tell them about events and activities and find out how they are getting on. We may also pass their details onto the alumni organisation which is called the Old Cranleighan Society. Further information on the alumni association can be found [here](#).

You can exercise the following rights regarding your child's personal data:

- correction of personal data held;
- access to personal data held;
- deletion of personal data in certain circumstances;
- portability - the transfer of personal data to you or a third party;
- restriction of use of personal data; and
- the right to object to the use of personal data in certain circumstances.

These rights are explained in more detail in the full privacy notice for younger pupils, and your child's form tutor can give you more information.

The Director of Operations is the person responsible at our school for managing how we look after personal data. He can be contacted by email [pad@cranleigh.org](mailto:pad@cranleigh.org) or by telephone on 01483 542138.

The Data Protection Lead can answer any questions which you may have about how we use your child's personal data ([dataprotectionlead@cranleigh.org](mailto:dataprotectionlead@cranleigh.org)).