

PRIVACY NOTICE

The following statement explains our policy regarding any personal information we collect.

How we use your information

We have created this Privacy Notice in order to demonstrate King's Ely's firm commitment to your privacy. Personal data collected by the School is handled responsibly in accordance with the School's Terms and Conditions and Data Protection Policy which are available upon request. You are entitled to see a copy of the personal data that we hold on you. Should you have any queries concerning this right, or our policies in general, please contact the Business Manager.

Our website

Our website do not automatically capture or store personal information, other than logging the user's IP address and session information such as the duration of the visit and the type of browser used. This is recognised by the web server and is only used for system administration and to provide statistics.

CCTV

King's Ely uses CCTV to monitor its premises and adjacent areas in order to maintain security and to prevent and investigate crime. Footage is retained in accordance with the School's CCTV Policy.

Photography

King's Ely uses photographic images in its publications and on its websites. We will not publish photographs of individuals alongside their full names without the appropriate permissions.

Admissions

As part of our admissions procedure we collect details of candidates and their parents or guardians. This information may be used for administrative or legal purposes during the selection process. Should the application be unsuccessful paper copies of this information will be securely destroyed within six months (although electronic records will remain on the school's admissions database unless otherwise requested) unless there is an on-going query.

Pupils, parents and guardians

When a pupil accepts a place at King's Ely further data may be collected in addition to that submitted as part of the admissions process. This might include: medical records and information, including details of any illnesses, allergies or other medical conditions suffered by pupils; personal details such as home address, date of birth and next of kin; information concerning pupil's performance at school, including their discipline record, School reports and examination results; financial information including information about the payment of fees; biometric data – specifically thumbprint recognition. This information is kept electronically on the School's information management systems and/or manually in secure indexed filing systems.

The School uses this information in order to safeguard and promote the welfare of its pupils, promote the objectives and interests of the School, facilitate the efficient operation of the



School and ensure compliance with relevant legal obligations. Examples include: the School keeping details of medical conditions from which a pupil may suffer so that staff will be able to respond appropriately in the event of a medical emergency.

The School may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The School confirms that it will not disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. For example, the School will disclose such data as is necessary to third parties for the following purposes: to give a confidential reference to any educational institution which it is proposed that the pupil may attend; to disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of School trips. Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. If the data requested can be anonymised the School will release the information in this form.

Old Eleans

Maintaining a relationship with our alumni is important to us. Our Development Office may use personal data you have given to the School and information in the public domain to keep in touch and to notify you of School events and activities you might find of interest. Your details will only ever be used by the School and its representatives, and will never be passed on to others without your express permission. If your details change or you wish to opt out of communications from us please contact: mail@kingsely.org.

Employees

King's Ely will use the information supplied by you for all purposes associated with the administration of the employer/employee relationship, including the monitoring of our communications facilities to check for compliance with our relevant policies. We will transfer part of the information we hold on you to third parties where we are required to do so by operation of law. We may also transfer your information to companies and organisations that carry out processing operations on our behalf, such as payroll companies.

Archives

Records considered to be of historic value are retained in the School's archive indefinitely. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written consent.