



PRIVACY INFORMATION

Great Baddow High School respect you and your child's privacy and are committed to complying with privacy legislation. Our full Privacy Notices are available on our school website or copies may be obtained via reception if required.

We use personal information to help us run the school effectively, deliver a quality education, and safeguard pupils and staff. Please find our service specific notices in relation to the personal data we are asking for at this time.

If you have any questions or concerns, please contact admin@gbhs.co.uk in the first instance.

Delivery of the curriculum and pastoral care

We use personal information, for example:

- Names and address
- Contact details
- Date of birth
- Education attainment
- Emergency contacts
- Family relationships
- General case information

We also use some special category personal information, for example:

- Health information
- Ethnicity
- Religion

This information is provided by parent/carers, the local authority and any previous education settings and is used in order to meet our statutory education duties.

The school is the Data Controller for this information.

This information may be shared in order to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:

- [Central](#) and [Local](#) Government
- Health Providers
- Other Education Providers
- Regulatory Bodies, e.g. Ofsted and The Information Commissioners Office

This information will be held for 25 years from the date of birth of the student. When a pupil changes school, this record will go with them and will not be retained by the previous school, other than to meet statutory returns.

Our school management system is provided under contract and they act as data processors for this information.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Marketing activities

We sometimes use personal information for marketing purposes, for example school prospectuses, newsletters (which include advertisements for events and products external to the school) and marketing emails to let you know what is available within the school and the wider community. Direct marketing only applies when communications are targeted to named individuals.

The personal information likely to be used for these activities is:

- Names
- Contact Details
- School Year/Class
- Digital Images

Where the activity is not directly linked to the school's provision of education we will be relying on your consent. We will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. As we are relying on your consent you can withdraw consent at any time by contacting the school at admin@gbhs.co.uk

Every effort will be made to delete the information when consent is withdrawn, but please note that where consent has been provided for publication, the school may not be able to locate and delete the information on request, although reasonable steps will be taken to do so.

Where consent has been provided for the use of personal information, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital information for archiving purposes.

The school is the Data Controller for this information. The information might be shared with:

- Social Media applications
- Communications providers (for example Edulink)
- School website providers
- Prospective parents (in the case of the prospectus)

No personal information is routinely available outside of the UK. However, where information is used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

The personal information will be retained for the duration of its purpose plus one year, unless it is retained in perpetuity for archiving purposes.