

Reviewed Feb 2023 Next Review Feb 2025

## **Parents and Carers: Personal Data Privacy Policy**

### **CCTV Policy**

We are committed to safeguarding the privacy of visitors' safety on the school site using surveillance equipment. Alfriston School has a CCTV Policy which is available to Parents & Carers upon request.

### **Security of your Personal Data**

Parent(s)/Carer(s) complete a form for SchoolComms our electronic communications system informing us of their email address for this purpose.

All Parent(s)/Carer(s) and pupils complete a Pupils' Code of Practice for Acceptable use of ICT form when entering Alfriston School, this includes the Internet.

### **Policy Amendments**

We may update this privacy policy from time-to-time by posting a new version on our website. Parent(s)/Carer(s) should check this page regularly to ensure they are happy with any changes. We may also notify Parent(s)/Carer(s) of changes to our privacy policy by email.

### **Your Rights**

Parent(s)/Carer(s) may instruct us to provide any personal information we hold about them in a Subject Access Request.

Parent(s)/Carer(s) may instruct us not to process personal data for marketing purposes by email at any time. (In practice, Parent(s)/Carer(s) will usually either expressly agree in advance to our use of their personal data for marketing purposes, or we will provide an opportunity to opt-out of the use of personal data for marketing purposes.)

### **Updating Information**

School to be informed if the personal information which we hold needs to be corrected or updated. A data checking sheet is sent to parents annually so they may update any data we hold.

### **Surveillance Equipment**

All pupils including boarders privacy is respected in the use of surveillance equipment (eg CCTV cameras) used for outside monitoring of grounds and perimeters, or patrolling of school buildings or grounds for security reasons, to not intrude unreasonably on pupils' privacy. No CCTV cameras or other cameras are used inside the school for these purposes.

### **Contact**

Any queries about this privacy policy or our treatment of personal data, please write to us by email [dpo@alfristonschool.com](mailto:dpo@alfristonschool.com). Or by mail to: Alfriston School, Penn Road, Knotty Green, Beaconsfield HP9 2TS