



Haileybury
International Summer School

Child-Friendly Privacy Statement

Policy date:	September 2021
Date of next review:	September 2022
Owner:	Summer School Director
SLT committee responsible:	
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website, Summer School Staff Handbook

1. Purpose and Scope of the Policy

1.1 These are the key facts:

1.2 You can always:

- ask us for a copy of the information we have about you
- ask us to update the information we have about you
- ask us to delete the information we have about you

1.3 **We will always:**

- follow the law on how we can keep and use the information we have about you
- make sure our policies are the best they can be

1.4 **We will never:**

- give the information we have about you to anyone else, unless:
 - *...you tell us we can*
 - *...we think that doing so will protect you from harm*
 - *...the law says we have to (e.g. to prevent a crime)*
 - tell people about our work with you in a way that you can be identified, unless you have told us we can
 - use the information you have given us to sell you anything unless you have told us we can
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2. And here is more detail:

2.1 At Haileybury International Summer School ('Summer School'), we do our very best to keep the information we have about you safe and private. This goes for all the children and young people we work with. It goes for our staff and our supporters – that is, people who think our work is good and want to support it. It goes for other people who work with us too. We have made sure that we have set up good ways to keep information about you safe and private. We keep checking these to make sure they are as good as possible.

2.2 We keep to what the law says about using and looking after information about people. We will keep to the latest rules about this, which are part of the law from 2018 onwards. (The main law is called the "Data Protection Act". This became law in 1998. The latest rules are called the General Data Protection Regulations 2018).

2.3 The sort of information we have about you might be your name, your date of birth, your email and postal addresses, your phone number, and which country you are from.

- 2.4 If you are a child or young person we are working with, we may ask you about your physical and mental health, the choices you may make about sex, your race and background, and your religion. We might, of course, know other things about you as part of our work with you. We only keep information like this about you so we can use what we know to help you or so we can work with you in the future. For example, if we are going to give you help and advice about a new problem, we may see from our records that there are other problems you have already told us about. Using that information about you means we can give you better help or advice. As another example, we may need to use the address, email address or phone number you have given us to get in touch with you again if we need to.
- 2.5 We only ask things about you that you want to tell us or things that we think we need to know so we can help you, even though they are very private. We will not tell anyone else what we know about you.
- 2.6 In the first letter we send you, we will explain what information about you we are keeping, and why we are keeping it.
- 2.7 The law says there are only two ways we can use any information we have about you.
- 2.8 One is when you have given us your permission. We have only got your permission if you have actually told us it is ok. We cannot say you have permitted us just because you haven't said "no" to something.
- 2.9 The other way we can use information about you is when we think that using it will really help us to help you, even though it is very private. Before we use information about you, we decide whether it is more important to use it to help you or not to use it because it is private.
- 2.10 There can be times when the law says we must pass on some information about people. For example, to help stop a crime like someone being assaulted. If the law says we have to pass something on, we don't have a choice. We aren't allowed to say no, even if you haven't given us permission.
- 2.11 If you give us permission, or we believe it will help us to help you even if it is very private, we might get another person or organisation to do some work for us on the information we have about you. We will only ask anyone to do this for us if we are sure they will not break the laws about keeping information about you safe and private.
- 2.12 We need to see how well we are doing in helping children from different groups. Sometimes we need to use information like your age or whereabouts you live, so we can see the sorts of people we are helping. We also need to give some information about our work to people who are giving us money towards our work, or to people who are checking to see how well we are doing. What we tell them is about the work we do, not private information about particular people. The information we share is "anonymous", which means nobody can tell which bits of information are about you. They will not be able to see the name of anyone any of the information is about. For example, we might simply tell them the sorts of problems we have helped people with over the past year, but not the personal details of anyone.
- 2.13 We will never use the information you have given us to sell you anything unless you have said we can.

2.14 If another organisation tells us something about you, we will keep to their rules about what we do with what they have told us. We will keep to any permission you have given them about using what they tell us about you.

3. Your rights

3.1 The law says that you can always ...

- Ask us for a copy of the information we have got about you
- Change the information we have got about you, or bring it up to date, if it is wrong
- Change how you'd like us to get in touch with you
- Ask us to delete all the information we have got about you (we will then do that, and just keep your name on a list of people we won't get in touch with again)
- Tell us we can't use information about you for anyone to sell you anything
- Tell us if you are worried about the way we are keeping or using information about you and want to make a complaint about this.

3.2 To do any of these, the details are:

Data Protection Officer: Michael Schofield, The Bursar,

Address: Haileybury School, Hertford, SG13 7NU

Phone number: 01992 706 333.

Email: dataprotection@haileybury.com

3.3 We will reply to you in a month – or sooner.

3.4 You can also get in touch with us in any of these ways if you have any questions about how we keep what we know about you safe and private.

4. About our website

4.1 Like lots of websites, ours downloads tiny files called “cookies” onto your computer. These help our website to work properly for you. You can find out about cookies on Wikipedia [here](#).

4.2 One sort of cookie our website may put onto your computer is from Google. This is to see what people look at on our website so that we can make it better in the future. You can find out more about this on the “analytics” page on Google's own website [here](#).

4.3 Another cookie that may go onto your computer is from one of the other sites you can get onto through our website – like Google Maps, YouTube, Vimeo, and Flickr. You would need to go onto their websites to find out more about these.

4.4 You can stop your computer from having cookies put on it. The “Help” part of your computer’s web browser should tell you how to do this. It is best not to do this, though, because stopping cookies can mean that websites like ours won’t work so well on your computer.

5. If things change in the future

5.1 We may change some of the things we have said here about what we do with things we know about you. If we have got your email address, we will send you an email to tell you about any big changes. Or we will tell people about any changes on our website. If you keep using our website, this will mean you are ok with those changes.

6. Related documents

6.1 Haileybury Data Protection Policy