

PRIVACY NOTICE: STUDENTS OVER THE AGE OF 12

Approved by	Data Protection Officer
Date approved	22 Sept 2026
Next review date	September 2027
Applies to	School

Why you are reading this

The School keeps information about you. This page explains, in simple words, what we keep, why we keep it, and what you can ask us to do.

There is a longer version of this page with all the legal detail. You can get it from the School website or from Tom Power. This short version says the same things in fewer words.

Who looks after your information

Brockwood Park School is part of the Krishnamurti Foundation Trust. The Trust looks after your information.

Tom is the person in charge of it. His job title is Data Protection Officer.

You can email him at tom@brockwood.org.uk, or find him at the School. You can also talk to your Student Advisor.

If you do not understand something on this page, ask. Someone will explain it to you in a way that makes sense.

What we keep about you

- Your name, date of birth, address, phone number and where you are from
- Your application to Brockwood, and what we learned about you before you came
- Your school work, marks, reports and exam results
- Whether you are in class, and why if you are not
- Health information — allergies, medicines, and anything the infirmary needs to know
- Any extra help you get with learning

- Notes about how you are doing and how you are feeling, including anything we are worried about
- Notes about behaviour, if something serious happens
- Photos and video of you doing things at School
- A record of how you use the School computers, network and email

Why we keep it

We keep it so we can:

- Teach you well. Know how you are getting on, and enter you for exams.
- Keep you healthy. Make sure the right staff know about an allergy, a medicine or a health need.
- Keep you safe. If we are worried that you or someone else is not safe, we act on it.
- Help you with what comes next. Pass on what your next school, college or university needs.
- Do what the law asks. Some information has to go to the government, to inspectors, or to the Home Office if you came here from another country.

Who we tell

We only tell people who need to know. That can be:

- Your parents or your education guardian
- The infirmary and the local doctor
- Staff at the School who work with you
- Exam boards, inspectors, and the Department for Education
- The council and the people who help keep children safe
- The school or college you go to next
- The police, if we have to
- The companies that run the computer systems we use

Companies that hold information for us sign an agreement. They are not allowed to use it for anything of their own.

Some of these companies keep information on computers in other countries. When that happens, we check that your information is protected just as well there as it is here.

Computer tools that help staff write

Staff sometimes use AI tools to help with writing and with looking at information. There are rules about this.

Staff are not allowed to put private things about you — how you are feeling, anything about your safety, anything about your health — into these tools. And no computer ever makes a decision about you. A person always does, and that person is responsible for it.

How long we keep it

Your main School file is kept until you are 25.

Notes about safety are sometimes kept longer, because they may matter to you many years from now.

A simple record that you were at Brockwood, and when, is kept forever. It is part of the School's history. It is not used to make decisions about you.

We keep your contact details after you leave so we can stay in touch. Tell us if you would rather we did not.

Keeping your information safe

Only people who need to see your information can see it. Everyone who handles it has to keep it private.

If something goes wrong and information is lost or seen by the wrong person, the School has a plan for putting it right, and will tell you if it affects you.

What you can ask us to do

You do not need a reason, and you will not get in trouble for asking. You can ask us to:

- Show you what we hold about you, and tell you why we have it and who we have told
- Correct something that is wrong or missing
- Delete something, if there is no good reason for us to keep it
- Stop using something, while we check whether it is right
- Stop using your information in a particular way, and explain why we cannot if that is the case
- Send your information to you, or to someone else, in a form that can be moved

Ask Tom, or ask your Student Advisor to help you ask. We will answer within one month. If it is complicated we may need longer, and we will tell you.

Sometimes we cannot do everything you ask — usually because the information is about another person too, or because the law says we must keep it. If that happens, we will tell you why.

Photos: if you would rather not appear in photos or video on the School website, the prospectus or social media, tell a member of staff. That is enough. You do not have to explain.

Talking to staff in confidence: if you tell a member of staff something privately, they will normally keep it private. The one time they will not is if they think you or someone else is not safe. If that happens, they will normally tell you first, and talk it through with you.

If you are unhappy about any of this

Talk to Tom first. He will listen, look into it, and get back to you within 30 days.

If you would rather go outside the School, or you are not happy with the answer, you can contact the Information Commissioner's Office at **ico.org.uk**. You can do that at any time. You do not have to speak to the School first.

Changes

This page is checked every year, and sooner if something important changes. If a change affects you, you will be told. The newest version is always on the School website.

EXTRA INFORMATION

Why the School uses it, and its lawful basis

What the information is used for	Lawful basis
Teaching you, tracking how you are getting on, and entering you for public examinations	Public task; legitimate interests
Looking after your health, safety and wellbeing — including telling the staff who need to know about an allergy, a health condition or a learning need	Public task; substantial public interest; medical purposes; vital interests
Safeguarding you and other students, including acting on a concern and sharing it where necessary	Legal obligation; safeguarding of children
Reporting to the Department for Education and the local authority, and making your information available to inspectors	Legal obligation; public task
Checking, where you are from outside the UK, that you have the right to study here, and answering the Home Office's questions about that	Legal obligation; public task
Passing information to the school, college, university or employer you go on to, including anything they need in order to look after you	Legitimate interests; safeguarding of children
Keeping the School's network secure and monitoring how its systems are used, for safeguarding reasons	Legitimate interests; safeguarding of children
Using photographs and video of you on the School's website, social media and prospectus, and for teaching	Legitimate interests, applied in line with the School's policy on images — tell a member of staff if you would rather not appear
Sharing your academic record, and where fair your behaviour record, with your parents or education guardian	Legitimate interests; public task
Handling a complaint, working with the police, or dealing with a legal claim or an insurance matter	Legal obligation; legitimate interests; establishment, exercise or defence of legal claims

Information that needs extra care

Some of what the School holds about you is what the law calls special category data — information about your health, and information about things like your ethnic background or religious belief if you

have told the School about them. The School only uses it where the law specifically allows: to look after you and other people, for medical reasons, for safeguarding, in an emergency, or if a legal claim makes it necessary. Information about anything involving the police is treated the same way.

Use of artificial intelligence tools

Some of the work that involves personal data — drafting, summarising and internal analysis — may be carried out with the help of artificial intelligence tools that the Trust has approved for staff use. Where this happens the provider of the tool acts as a data processor under a written contract with the Trust, and the Trust remains responsible for the data.

Staff are required to remove or reduce identifying detail before using these tools, and are not permitted to enter safeguarding or pastoral case detail, special category data, or financial detail without the Data Protection Officer's agreement. No decision affecting an individual is made by an artificial intelligence tool: any output is checked by a member of staff, who takes responsibility for it.

The tools approved for this use, and the conditions attached to each, are listed in Schedule A to the Trust's Data Protection Policy and are kept under review by the Data Protection Officer.

In practice this means School staff may use an approved tool to help with routine writing or analysis, but they are not permitted to put pastoral or safeguarding detail about you into one, and no decision about you is made by a computer.