



## PRIVACY NOTICE FOR PUPILS AT GES SECONDARY

This notice explains how and why we collect your personal information and what we do with that information.

Personal information is information that identifies you and relates to you. For example, this would include information about the progress you are making at school and any information that we hold in order to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our full privacy notice which is published on the School's website. You can also obtain a copy of the full privacy notice by asking your parents to contact the School or by speaking to your tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long the School retains your personal information; and
- our legal bases for using your personal information.

One very important reason for using your personal information is so we that can provide you with the best possible education.

Here are examples of the ways in which we use your personal information and where that personal information comes from:

- Admissions forms that were completed before you joined the School give us personal information. We get information from you, your parents, your teachers and other pupils. Your old school may also have given us information about you.
- Sometimes we need to get information from your doctor or from other professionals so that we can care for you and educate you in the best way.
- We may need to report some of your information to local authorities, for example the Département de l'instruction publique (DIP), which is the Geneva Department for Education. We will need to tell the local authorities that you attend the School, if you leave the School or let them know if we have any serious concerns about your welfare.
- As appropriate, we share your academic and (where fair) your behaviour records with your parents so they can support your schooling.

- We may use photographs or videos of you for the School's website and social media sites or prospectus to celebrate your activities and achievements, to show past, current and prospective pupils and parents what we do here, and to advertise the School. We may continue to use these photographs and videos after you have left the School. Sometimes we may use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish stories and news on the website and put sometimes articles and photographs in the local news to tell people about what we are doing.
- At GES Early Years/Primary in Genthod, we use CCTV to make sure the school site is safe. CCTV is not used in private areas such as changing rooms.
- We will keep details of your address when you leave so we can send you information about the School and invitations to events and so that we can keep in touch with you.

You have certain rights regarding your personal information. These rights are explained in the full privacy notice, and if you need it, Mr Le Roy can give you more information. Mr Le Roy is the School's Data Protection Officer.

If you have any questions about how we use your personal information, please speak to your tutor. Alternatively, you can speak to your parents and ask them to talk to us on your behalf.

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