HURSTPIERPOINT COLLEGE

Summary Privacy Notice for pupils aged 13 and over

This notice explains, in plain language, how the College uses information about you. It deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere.

You get this notice when the College first collects your information (usually from your parents when you join) or within one month of getting it from someone else.

1. Who looks after your information

Hurstpierpoint College Ltd is responsible for your information. The Bursar looks after data protection and can be contacted at bursar@hppc.co.uk. You can also talk to your tutor or housemaster or housemistress if you have a question.

2. What information we hold

- your name, date of birth, contact details and family contacts;
- your academic work, reports, marks, exam entries and results;
- attendance, behaviour and pastoral records;
- health information, including medical and dietary needs, and information about any special educational needs;
- safeguarding records, where we need to keep you or others safe; and
- photographs, CCTV images and records of your use of College computers and Wi-Fi.

3. Why we use it

Data will be processed for the purposes of allowing you to make the best of your time at Hurstpierpoint College. We use your information to teach you, look after your health and welfare, keep you safe, enter you for exams, help you plan your next steps and run the College.

The law says we must have a good reason, called a lawful basis, for using your information. Usually this is because we need it to provide your education under the contract with your parents, because the law requires it (for example to keep you safe), or because it is in the College's legitimate interests and does not unfairly affect you. Health and other sensitive information has extra protection and we only use it when the law allows, for example to look after your health or to safeguard you.

The data the College holds will be the minimum it requires to allow you to thrive in your years here.

4. Who we share it with

The College may share your data with the following companies who have contracts with the College and must look after your information properly. These include:

- AS Tracking
- Microsoft, and IRIS (iSAMS), the College's IT software providers
- Sparx (formerly HegartyMaths)
- OverDrive Inc., for online library resources
- Park View Health Partnership, the College's GP practice, which provides medical care at the College
- Sussex Community NHS Foundation Trust, for school nursing and immunisations
- SchoolBusNet

- Showbie Inc (Socrative)
- Sodexo, which provides catering services to the College
- Stevensons (the operators of the College shop)
- unifrog (for UCAS data)

We also share information with exam boards and UCAS, and with your parents about your progress and welfare. If we are worried about your safety or someone else's we may share information with children's social care, the police or health professionals.

5. Outside the UK

Some of our suppliers (for example Microsoft, Showbie and OverDrive) may store information outside the UK. When they do, we make sure your information has the same level of protection the law requires in the UK.

On overseas trips we share the information the trip organisers and hosts need to keep you safe, such as medical and dietary needs.

6. How long we keep it

Your data will be retained until you reach the age of 25, unless modified by any other legal obligation the College finds itself under. Some records, such as safeguarding records, must be kept for longer.

7. Where we get it from

We will obtain the data the College requires from you or from your parents or guardians. We may also get information from your previous school, doctors and other professionals. If we get information about you from somewhere else we will let you know.

8. Do you have to give us information?

We see the provision of personal data as necessary to properly manage your time at Hurstpierpoint College and for the College to fulfil its obligations to you. If we do not have important information, such as medical needs, we may not be able to look after you properly.

9. Do computers make decisions about you?

No. There is no automated decision making involved in handling your data. Tools such as AS Tracking help staff understand how pupils are getting on, but decisions are always made by people.

10. Your rights

You can ask to see the information we hold about you, ask us to correct it if it is wrong, and in some cases ask us to delete it or stop using it. Pupils at the Senior School are usually old enough to make these requests themselves. Where we have asked for your consent (for example for some uses of photographs) you can change your mind at any time.

11. If you are worried or unhappy

If you are unhappy about how the College has used your information please talk to your tutor or housemaster or housemistress, or e-mail the Bursar at bursar@hppc.co.uk. We will reply within 30 days to let you know we are looking into it and then tell you what we have found.

You can also complain to the Information Commissioner's Office (ICO), which checks that organisations follow data protection law, at ico.org.uk or on 0303 123 1113. The ICO will usually ask you to raise it with the College first.

12. About this notice

This is a summary of the College's full Privacy Notice. This version was published in November 2026 and will next be reviewed by November 2028.