



Warwick Academy

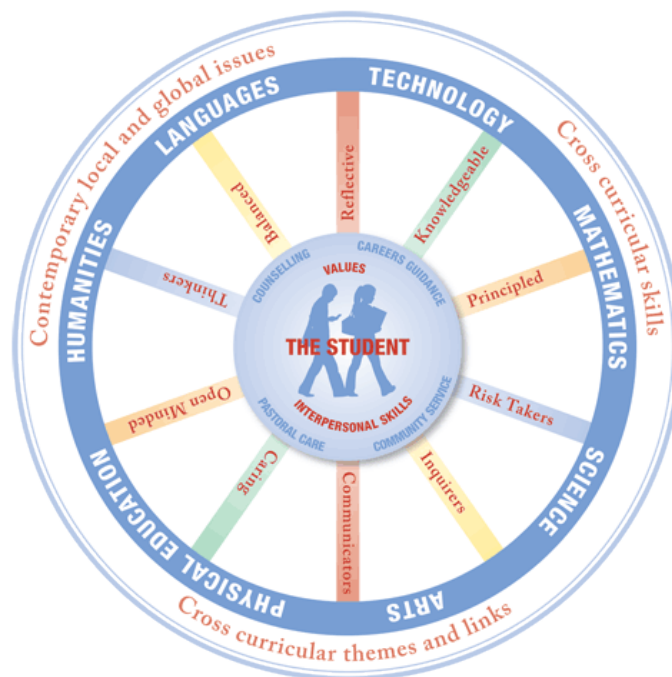
'so much more than a place to learn'

Privacy Policy

MISSION STATEMENT

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

CURRICULUM MODEL



NOTES

Dated: September 9th 2024

To be reviewed: Sept 2027

Staff involved: Jill Finnigan

Warwick Academy (“Warwick” or “the School”) holds certain personal information about you and your child in the usual course of its educational commitments. Maintaining the security of your data is a priority at Warwick. We are committed to respecting your privacy rights and to ensuring full compliance with our obligations under the Personal Information and Privacy Act (“PIPA”).

What personal information is collected?

Personal information is information that identifies you and relates to you, e.g., information about your family circumstances and your financial information, photographs of you, academic performance records, etc. We may also collect sensitive personal information such as ethnic group, religious beliefs, relevant medical information and educational psychology reports. Your personal information will usually be collected directly from you, such as from an admissions form, but may be passed to the school by third parties, such as your child’s previous school, doctors and other professionals.

Why do we collect the information and what do we do with it?

Warwick’s primary reason for using your and your child’s personal information is to provide educational services to your child. All personal information received is processed strictly in accordance with PIPA in order to:

- support your child’s teaching and learning;
- monitor and report on your child’s progress;
- collate and publish examination results;
- provide appropriate pastoral care;
- communicate with former students;
- provide references for school transfers and college/university applications;
- monitor email communications and internet use for the purpose of ensuring student compliance with the School’s rules and ICT usage policy;
- where appropriate, promote the School through our prospectus, website and social media, or for press and media purposes (including through the use of photographs or images); and
- other reasonable purposes relating to the operation of the School.

Unless you have requested otherwise, the School may use your contact details to send you promotional and marketing information by post and email about the School and about carefully selected third parties.

Medical information about pupils may be processed so that staff will be able to respond appropriately in the event of a medical emergency and to safeguard and promote the welfare of your child.

Financial information will be used to assess applications for bursaries. The School may also process information about the payment of fees at the School and share this information with other schools.

The School uses CCTV for the following purposes: to safeguard the welfare of pupils, parents, staff and visitors; to protect the School, pupils, parents, staff and visitors from criminal activity such as theft and vandalism; to increase personal safety; to support the protection of safety; to aid in the investigation of accidents, incidents and breaches of our rules and policies; to assist the School with its health and safety obligations; and to support law enforcement agencies in the reduction, prevention and detection of crime and to assist in the identification, apprehension and potentially prosecution of offenders. CCTV may contain the personal information of those individuals captured by the recording. Footage is automatically deleted after 4 weeks to reduce privacy-related risks.

Whom do we share your personal information with and why?

From time to time the School may pass your personal information (including sensitive personal data) to third parties, including local Government bodies, schools, private institutions offering scholarships and awards, independent school bodies such as IB, Edexcel, Cambridge, BTEC, health professionals and the School's professional advisers, who will process the information:

- to enable relevant authorities to monitor the School's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the School (and where relevant, on behalf of individual pupils);
- to safeguard your child's welfare and provide appropriate pastoral (and where relevant, medical and dental) care;
- where specifically requested by you or your child;
- where necessary in connection with learning and extra-curricular activities undertaken by your child, including the School's IT systems or online systems;
- to enable your child to take part in national and other assessments and to monitor their progress and educational needs;
- to obtain appropriate professional advice and insurance for the School;
- where a reference or other information about your child is requested by another educational establishment or prospective employer to whom they have applied;
- where otherwise required by law; and
- otherwise, where reasonably necessary for the operation of the School.

Retention of your personal information

We will continue to hold personal information about you and your child even when your child is no longer a pupil at the School for statistical purposes and to provide references. Any photographs or videos of you or your child at School events may continue to be used for promotional purposes after your child has left the School. We will also keep details of your address when your child leaves the School to find out how your child is progressing, to send you information about the School for promotional, fundraising and marketing purposes and to send you information about the Warwick Academy Alumni Association.

Your rights with respect to your personal information

You and your child have certain rights under PIPA, including a general right to be given access to the personal information that Warwick holds about you and your child, to check the accuracy of that information and, where necessary, to have any errors corrected. Please contact the School in writing if you wish to access your personal information or that of your child.

How we protect your personal information

We have implemented security policies and technical measures to protect the personal information we collect consistent with PIPA. These security measures are designed to prevent unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss of your personal information or that of your child.

Further questions

If you have any queries about this Policy or how personal data is processed by the School, please contact the Privacy Officer, J Finnigan jfinnigan@warwick.bm.