



DATA PROTECTION

PUPIL INFORMATION

In accordance with Data Protection requirements the names, dates of birth and addresses of all pupils can only be distributed internally (to teachers who use this information regularly in the course of their duties and need to have it close at hand, for example in case of injury at an away fixture or on a school visit, and to certain other members of the Epsom College staff). However, all parents are able to access certain information via a restricted-access part of the College website. Before we can include such information we will need written permission from parents. Please complete the form enclosed in the New Pupil Welcome Pack.

In marketing the College we use images and refer to pupils' names in, for example, newspaper articles. Generally either pupils and/or parents are aware of this at the time, as they are involved in the agreement of quotes.

Other publicity material used to market the school can involve images on the website, in newsletters, event brochures and so on. Use of images in this way can be good for both school and individuals, providing motivation for the pupils and a good opportunity to promote the work of the school. In many instances pupils' names are not used in such publicity.

You can rest assured that we are always careful when publicising any material that involves pupils and/or their families to ensure no direct locations are disclosed – for example a pupil from Charlwood Drive, Oxshott would be described as coming only from Oxshott or off the Leatherhead Road, Oxshott as being the nearest major road.

We also look carefully at images to ensure all pupils are displayed in appropriate dress to reduce the risk of potentially inappropriate use of pupil images by outsiders.

I hope you will appreciate that it is important that we are made aware of your wishes so that neither the school nor other pupils are jeopardised by the requirement for example of a single pupil to be excluded at the last moment from a winning team or choir photograph

