



Privacy Policy

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Privacy Policy

How We Use Your Information Privacy Notice for Parents

Introduction

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice please contact the school.

What is personal information?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the school collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. **The School's primary reason for using your personal information is to provide educational services to your child.**

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School. The school will always ask for consent from the parents and pupils prior to taking any photographs.
- We may send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may keep details of your address when your child leaves the School so we can find out how your child is progressing.

Financial information

- We will process financial information about you in relation to the payment of fees.

Sharing personal information with third parties

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- If your child is not of British nationality we must make sure that your child has the right to study in the UK. We might have to provide information about you to UK Visas and Immigration. This is the same for staff and students.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- If your child leaves us to attend another school, we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the School. This includes fundraising. It also includes making sure that we can enforce our rights against you, for example, so that we can contact you if unpaid school fees are due;
- Facilitating the efficient operation of the School; and
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the School.

Necessary for a contract

We will need to use your information to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

Where the School needs to use your information to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

