



PRIVACY NOTICE FOR PARENTS

Author:	Bursar
Reviewed:	November 2023
Next Review Due:	August 2024
Scope:	All Schools

This notice is to help you understand and we collect personal information about you and 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 Bursar.

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 will also hold information such as your nationality and occupation.

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

The two tables below contain a general description of the different legal bases but we have also used a

Necessary for contract ()

We will need to use your information in order to perform our obligations under our contract with you and for you to perform your obligations as well. 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 in order 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, the police or other public bodies where legally obliged to do so.

Vital interests ()

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt). This is especially relevant to purpose 29 below.

Performance of a task carried out in the public interest (or carrying out public tasks) ()

The following are examples of when we use your information to perform tasks in the public interest:

- providing your child with an education;
- safeguarding and promoting your welfare, your child's welfare and the welfare of other children;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, health information, and information about sex life or orientation.

Substantial public interest ()

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above.

Social protection and social security laws

Also the School may use your information to comply with social protection law (e.g. to look after your child) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims ()

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The letters highlighted in different colours below refer to the legal bases we are relying on. Please see the section above for an explanation.

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.

1. The School's primary reason for using your personal information is to provide educational services to your child - , , [PI](#), .
2. We will have information about any family circumstances which might affect your child's welfare or happiness. This is to help us provide appropriate care and support to your child - , , [PI](#), .
3. We will 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 - , , , .
4. We use CCTV to make sure the school site is safe. Images captured of you via CCTV will be your personal information. CCTV is not used in private areas such as changing rooms. Full details are available in the CCTV Policy - , , , , , .
5. If there is a complaint or grievance made to the School which involves you then we will use your information in connection with that complaint or grievance - , , .
6. The School may share information about you with the local authority for the purpose of the preparation, implementation and / or review of your child's Statement of Special Educational

13. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School - .

Financial information

14. We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as your child's previous school(s) - , .
15. We will hold information about bankruptcy petitions and statutory demands, where relevant - ,
16. We may share your information with debt recovery suppliers if you do not pay any school fees owed to the School - ,
17. We will obtain information about you from publicly available sources, such as Companies House and Zoopla, to assess your ability to pay School fees - , .

- : you may object to us using your information where:
 - a.