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 colour code system so that you can see which bases we are relying on for each of the purposes described in paragraphs 1 to 33 below.

Legitimate interests (0016 0000 (B) 2 B' 49 1000 (B) 3 B' 40 1000 (B) 3 B' 4000 (B) 3 B' 40 1000 (B) 3 B' 40 1000

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.

<u>Vital interests</u>()

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 (

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 frmmen3()95iAms 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

- 28. If your child leaves us to attend another school we may provide that school with information about you. For example, details of family circumstances if there have been any safeguarding incidents -
- 29. We may share information about you with others in your family, such as another parent or stepparent. 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 - _ , _ ,
- 30. We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises , .
- 31. If you have appointed an agent to act on your behalf, we may share information with them. For example, we may send letters to them so that they can pass these on to you .
- 32. If your child has an Education and Health Care Plan (EHCP), we will share information with and obtain information from the local authority about you _____,
- 33. We may send you information about the School before you accept a place for your child. For example, we may send you a copy of the School prospectus .

We sometimes use contractors to handle personal information on our behalf. The following are examples:

NSOptimum, our IT consultants, who might access information about you when checking the security of our IT network; and

we use third party "doud computing" services to store some information rather than the information being stored on hard drives located on the School site. Examples include Microsoft Office 365, iSAMS, SurveyMonkey, SmugMug, Parents Evening System (School Goud Systems Ltd), Tapestry (The Foundation Stage Forum Ltd) and Seesaw (Seesaw Learning, Inc.).

We may only use information relating to criminal convictions and offences where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations or to exercise our rights.

Less commonly, we may use information relating to criminal convictions and offences where it is necessary in relation to legal claims, where it is necessary to protect our pupils and you are not capable of giving your consent, or where you have already made the information public.

As you will see from this notice, in some cases we will rely on more than one basis above for a particular use of your information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, as a safeguarding matter becomes more serious, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for safeguarding purposes.

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Bursar if you would like to withdraw any consent given.

- : you may object to us using your information where:
- a. we are using it for direct marketing purposes (e.g. to send you the School magazine);
- b. the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your information" above; and
- c. we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at a School event for historical reasons.

The Bursar can give you more information about your data protection rights.

The Bursar is the person responsible at our School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The Bursar can answer any questions which you may have.

This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional contractual rights.

Please speak to the Bursar if: