

Privacy Notice - Parents

General Statement

Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. The School complies with this right by providing 'privacy notices' to individuals where it is processing their personal data.

This Privacy Notice explains how the School collects, stores and uses personal data about **current, past and prospective parents, legal guardians, carers and fee payers** ("parents"), regardless of whether it is in paper or electronic format. This **Privacy Notice** also applies in addition to the School's other relevant terms and conditions and policies.

This Privacy Notice applies to the whole School, including the EYFS.

Data Controller

We, Beaconsfield Educational Trust Ltd operating as Davenies School ("the School"), are the 'Data Controller' for the purposes of data protection law.

The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about parents includes, but is not restricted to:

- personal details such as home address, contact details, identification documents
- bank details
- images of parents engaging in School activities alongside pupils, staff and other individuals
- CCTV images for security purposes

Why We Use This Data

We use this data to:

- administer admissions to the School
- communicate with parents
- carry out financial transactions, including Bursary applications
- other reasonable purposes relating to the operation of the School

Our Legal Bases for Using This Data

We process personal data in order to fulfil our **contractual obligations** to provide educational services, safeguard and promote the welfare of its pupils, promote the objects and interests of the School, facilitate

the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

Other uses of personal data will be made in accordance with the School's **legitimate interests**, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals and provided it does not involve special categories or sensitive types of data. Where it is required we will seek your informed **consent** to process personal data.

Collecting This Data

We will only collect personal data for specified, explicit and legitimate reasons. If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned and obtain consent before we do so.

How We Store This Data

We keep personal data electronically on the School's information management systems, the School's network or manually in indexed filing systems. We may also keep it beyond the pupils' attendance at the School if this is necessary in order to comply with our legal obligations and legitimate interests. Our *Data Protection Policy – Good Practice Guide* sets out how long we keep information about parents. A copy is available on request from the Bursar.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this Notice and their duties under Data Protection Law and receive relevant training.

Data Sharing

For the most part, personal data collected by the School will remain within the School and will be processed by appropriate members of staff only in accordance with the School's Data Protection Policy.

We will not normally share personal data of the Parents, Guardians, Carers or Fee Payers with anyone else, but may do so where:

- There is an issue with a pupil or parent/carer that puts the safety of a pupil or our staff at risk
- We need to undertake financial transactions
- We need to liaise with other agencies:
 - to compile statistical information (normally provided on an anonymous basis)
 - to safeguard pupils' welfare and provide appropriate pastoral (and where relevant, medical and dental) care for pupils
 - where specifically requested by pupils and/or their parents or guardians
 - where necessary in connection with learning and extra-curricular activities undertaken by pupils e.g. educational visits, peripatetic teachers, residential trip providers, extra-curricular providers
- Our suppliers or contractors need data to enable us to provide services to parents– for example, IT support

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymised, or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

We will only transfer personal data to a country or territory outside the European Economic Area if we are satisfied the third party(s) involved will only process the data in accordance with data protection law.

Parents' Rights Regarding Personal Data

Individuals have a right to make a **'Subject Access Request'** to gain access to personal information that the School holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

If you would like to make a request, please contact the Bursar.

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- To request rectification of any data that is inaccurate or incomplete
- To have their personal data erased and to prevent further processing if:
 - It is no longer required for the purposes for which it was collected
 - Consent is withdrawn
 - There is an opposition to the processing and no superseding legitimate interest
 - The personal data is being unlawfully processed
 - The personal data must be removed in order to comply with a legal obligation
- Request a restriction of further processing of personal data

- Object to processing on specific grounds

To exercise any of these rights, please contact the Bursar.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact the Bursar.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

For further information, see our *Data Protection Policy*. If you have any questions, please contact the Bursar:

- Caroline Purdom bursar@davenies.co.uk

Updated: April 2018, CJP

Review: *This Policy is currently under review in anticipation of GDPR coming into force in May 2018*