

# How we use your information

## Privacy Notice for Parents and Carers 2017

Monitoring

By	Review Period	Method
Full Governing body	Bi-Annual	Meeting

Ownership: Data Protection Officer

Review	Changes	Next Review Date
January 2017	New notice	January 2019



## **Introduction**

This notice is to help you understand how and why we collect personal data about you. It also explains the decisions that you can make about your own information.

If you have any questions about this notice please contact the Data Protection Officer

## **What is personal data?**

Personal data is information that identifies you as an individual.

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

## **How and why does the school collect personal data?**

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.

Information is also received by the College directly from you. For example, you might email us with information about your marital status or provide us with documents such as court orders.

We collect this information to safeguard and promote the welfare of your child, promote the objects and interests of the College, facilitate the efficient operation of the College and ensure that all relevant legal obligations of the College are complied with.

Here are some examples:

- 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.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.

## **Sharing personal data with third parties**

- In accordance with our legal obligations, we may share information with local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police or our legal advisers.
- We may share some information with our insurance company, for example, where there is a serious incident at the College.

- 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.

### **What do we do with your personal information?**

The Data Protection Officer is the person responsible at our school for managing how we look after personal data 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.

We only retain your information for as long as we need to. The retention period depends on the type of information. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

### **What decisions can you make about your information?**

- If information is incorrect you can ask us to correct it. If you would like us to change or update the information we hold about you can do this by updating your details on the Parent Portal or you can inform the Data Manager. We can also tell you what information we hold about you.
- If you would prefer that certain information is kept confidential then please inform the Data Manager

### **Further information and guidance**

This notice is to explain how we use your personal information. If you have any questions please contact the Data Protection Officer.

<b>Authorised by</b>	Governing Body
<b>Date</b>	11 January 2017

<b>Effective date of the policy</b>	January 2017
<b>Review date</b>	On each anniversary of the effective date of the policy and immediately following any data protection related incident.
<b>Circulation</b>	Published on the College's website / in the student Handbook/ displayed on the College's information boards for students
<b>Status</b>	Drafted in accordance with the Data Protection Act 1998