



How We Use Your Information Privacy Notice for Parents

May 2018

Introduction

This notice is to help you understand how and why we collect personal information about you and what we do with that information and the decisions that you can make about your own information.

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. Photos and video recordings of you are also personal information.

How and why does Finborough School collect and use personal information?

- 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 may take photographs or videos of your child at school events to use on social media and on our school website. This is to show prospective parents and pupils what we have to offer at Finborough. We may continue to use these photographs and videos after your child has left the school.
- We send you information to keep you up to date with what is happening at the school.

Financial information

- 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 credit reference agencies or from your child's previous school(s).
- We may hold information about bankruptcy petitions and statutory demands.
- We may search the files of any licensed credit reference agency in order to verify your identity. The credit reference agency will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you.

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.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisors for the purpose of obtaining legal advice.

- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling our responsibilities and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- If your child is not of British nationality we have to 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 to comply with our duties as a Tier 4 sponsor.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- If you have unpaid fees while your child is at the School we may share information about this with other schools or educational establishments to which you intend to send your child.
- If your child leaves us to attend another school we may need to provide that school with information about you for safeguarding reasons.

Our legal grounds for using your information

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

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. Finborough 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 education to your child.
- Safeguarding and promoting the welfare of your child (and other children);

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to our Headmaster Steven Clark.

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you 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 or the police where legally obliged to do so.

Substantial public interest

The processing is necessary for reasons of substantial public interest.

Vital interests:

To protect the vital interests of any person where that person cannot give consent.

Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. 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 Headmaster if you would like to withdraw any consent given.

Sending information to other countries

We may send your information to other countries where:

- We communicate with you or your child when you are overseas

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes.

What decisions can you make about your information?

From May 2018 data protection legislation gives you a number of rights regarding your information.

Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask us to correct it;
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- You can ask us to delete the information that we hold about you in certain circumstances.
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer.
- Our use of information about you may be restricted in some cases.

Further information and guidance

The data controller 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 data controller can answer any questions which you may have.

Please speak to the data controller if:

- You object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to.

- You would like us to update the information we hold about you.
- You would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office.