

Including Sandlesford, our Early Years Foundation Stage provision

## Privacy Notice

### How we use information from prospective parents and pupils

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, contact phone numbers)
- special categories of data including characteristics information such as gender, nationality health and individual educational needs data
- references from any previous school

### Why we collect and use this information

We use data to:

- keep you informed about events of interest at the school
- send you community news
- make decisions about offering you or your child a place at the school

### The lawful basis on which we process this information

This information will be processed under our legitimate interest as a school and where special category data is processed this will be in accordance with rights or duties imposed on us by law, including safeguarding pupils' welfare and provide appropriate pastoral (and where necessary, medical) care.

### Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### Storing this information

We will hold this data until the prospective pupil reaches 25 (if they join the school) or until the last date that the prospective pupil could join the school.

### Who we share this information with

Until your child joins the school, we will not share the information with anyone outside the school, unless we have your consent to do so.

### Why we share pupil information

We do not share information about prospective pupils with anyone without consent unless the law and our policies allow us to do so.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Bursar.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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**Further information**

If you would like to discuss anything in this privacy notice, please contact the Bursar.