****

**PRIVACY NOTICE**

**PARENTS (OR GUARDIANS) OF CHILDEN AT THE SCHOOL, OR APPLYING TO JOIN THE SCHOOL**

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the School and the School will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School will share your data with the following companies/regulatory bodies who have contracts with the School and who have equalled the School’s precautions and systems for dealing with data, these are:

|  |  |
| --- | --- |
| * Microsoft * iSchools * Sage Software * Sophos * I2CSolutions * Harriet Bloomer Bookkeeping * Deborah Govier Marketing | * Purple Mash * Tempest Photography * Early Essence * Primary Essence * ISI * DfE * Access to Work Helpers (via the DWP) |

It is not necessary for data to be shared with other countries.

The retention period for pupil data will be until the pupil reaches the age of 25 as outlined in the School’s Retention of Records and Documents Policy.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the School has handled your data, the Information Commissioner’s helpline is 0303 123 1113.

We will obtain the data the School requires from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly admit your child to the School and to administer, and for the School to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the School.

Further information on the collection, use, sharing and holding of your data is contained within the School’s Collection, Use, Sharing and Holding of Pupil and Parent Data Policy.

May 2018