

Chiswick & Bedford Park Preparatory School

Privacy Notice for Prospective Parents/Guardians

General

When parents sign the acceptance form and their child begins at Chiswick and Bedford Park Preparatory School ('the School'), they become subject to the Parent Terms and Conditions (see below).

Before this point, the School will be in contact with a wide variety of parents, pupils and guardians and this privacy notice explains how we manage this personal data.

What data do we collect? The personal data that the School collects may consist of:

For the child:

- Name
- Date of birth, including copy of birth certificate
- Address details
- Previous schools' information
- Information on siblings (if given)
- Previous school report and confidential reference(s)
- Educational Psychologist report (if relevant and shared with the School)
- Medical Reports (if relevant);
- Special health/food/allergies requirements (if relevant)

For the parents:

- Name
- Address, email, telephone numbers
- Occupation
- Marital status
- Details of any connection with the School
- Details, if required, of parental responsibility.

Data about prospective parents and children will usually be collected directly from you but some data may be collected from third parties (for example previous schools, confidential references).

How we use your data

The legal basis for holding your data is 'legitimate interest'. The School needs your personal data in order to successfully manage and administer the admissions process. Sensitive personal data is sometimes collected and generally held in order to protect your or your child's vital interests,

safeguard your child or as a result of legal obligation. We will also ask for specific consent at the time of registration or initial expression of interest to send you future information about the School (registration form, prospectuses, upcoming events such as School tours, newsletters etc). You will have the option to choose not to receive these further marketing communications at any time after your initial enquiry and to withdraw this consent if previously given. Your personal data will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests of the School in order to:

- Advise you about the next steps in the application process
- Make decisions concerning admissions

Who has access to your data

Data about prospective parents and children is held securely in a database and paper files. It is treated confidentially and with sensitivity. The data will not be disclosed to third parties (except where required by legal or other statutory obligation) or external organisations and the data is not transferred overseas.

How long do we keep your data?

Personal data is kept for the purposes of the administration of the admissions department and is kept for the length of time a child attends the school. A child's records will be transferred to his/her next school. The school will maintain a record of the pupil's name and dates he/she attended the school. Subject rights under the DPA/GDPR All data subjects have certain rights under the General Data Protection Regulation and the UK Data Protection Act, including a right to be given access to data held about them by any data controller and a right to be removed from our database should you no longer wish to receive information from the School. You also have the right to opt out of the use of your data for any of purposes specified above provided it is not required to administer the admissions process in which you wish to participate. Should you wish to opt out or be removed from our database or access your data, please contact info@cbppschoo.co.uk. If you have any concerns about the School's handling of your personal data, please contact the School's Liaison Officer, Mrs Jane Bryson, on info@cbppschoo.co.uk or the Data Protection Officer, **Turn IT on dpo@turniton.co.uk 01865 597620**.

You can also find details of your rights under the DPA and GDPR at: www.ico.org.uk.

Chiswick & Bedford Park Preparatory School

Privacy Notice

Parents/Guardians of Children at the School

General

This privacy notice is also sent to parents alongside the Parent Terms and Conditions (“Parent Contract”), signed on acceptance to the School. For the purposes of Data Protection Law (the UK Data Protection Bill and the General Data Protection Regulation) the School is the Data Controller of Personal Data about pupils and their parents and/or guardians. The School’s Data Protection Policy is published on the School’s website.

The School’s main basis for processing your and your child’s personal data is as a result of either a contractual obligation under the Parent Contract or as a result of legitimate interest - in other words, the School requires this information in order to carry out its ordinary duties.

What data do we collect? Personal Data processed by us includes:

- Names
- Dates of birth
- Nationality;
- Contact details;
- Where appropriate, medical / health information;
- Assessment information;
- Attendance records;
- Information relating to special educational needs or disabilities;
- Previous school(s) information, including references and assessment data;
- Images of pupils;
- Parents’ and/or guardians’ financial information.

Some of this data is classified as Special Category Personal Data (sometimes called ‘sensitive personal data’ as defined in the School’s Data Protection policy) such as information about parents' and / or pupils' ethnic group, religious beliefs and relevant medical information. The legal basis for processing this information is usually in order to adequately safeguard the interests your child but this information may also be processed in order to protect their vital interests or as a result of a legal obligation.

We acquire Personal Data in a number of ways. For example, parents of pupils may provide us with Personal Data about themselves or their family in correspondence, forms, documents, or during discussions with staff. Every form completed by a parent or child containing personal data will be held in accordance with the School’s Data Protection Policy.

Data Check Form

Each academic year, a data check form is sent to parents and pupils (either electronically or in hard copy) that asks for personal data to be checked and data preferences to be updated. It is vitally important that this is completed by parents and pupils to ensure that the School maintains accurate records.

How we use your Personal Data

We commonly use Personal Data for: -

- Ensuring that we provide a safe and secure environment; -
- Making decisions relating to admissions
- Providing pastoral care;
- Providing education and learning for children;
- Enabling pupils to take part in exams and assessments and to monitor and report on pupils' progress and educational needs;
- Providing additional activities for children and parents, such as extra-curricular clubs and educational trips and visits;
- Protecting and promoting our interests and objectives;
- Safeguarding and promoting the welfare of children;
- Where there has been a suspected misuse of the School's ICT facilities; -
- Legal and management purposes and fulfilling our contractual and other legal obligations.

Sharing Personal Data

We may share Personal Data with third parties where doing so complies with Data Protection Law. For example, we may share personal data:

- With relevant statutory agencies or authorities (e.g. for safeguarding reasons or in order to comply with our reporting obligations);
- Where necessary in connection with learning and extracurricular activities and trips undertaken by pupils;
- When a reference or other information about a pupil or ex-pupil is requested by another school;
- To enable pupils to take part in assessments;
- To obtain professional advice and insurance for the School;
- Where otherwise required by law or where reasonably necessary for the operation of the School;
- We may also share information about a pupil with their parents where permitted by data protection law, e.g. information about the pupil's academic attainment, behaviour and progress;
- We may need to share special category data (medical for instance), in order to safeguard students' vital interests and welfare, to provide appropriate pastoral care, and to take appropriate action in the event of an emergency, incident or accident,

including by disclosing details of an individual's medical condition where it is in the individual's vital interests to do so (e.g. medical emergency);

- In the case of an injury or accident, we will routinely share details of any physical injury and medication administered with a pupil's parents.

Photographs & CCTV

We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to our site. CCTV recordings may be disclosed to third parties but only where such disclosure is in accordance with data protection (see CCTV Policy).

We may use photographs (and occasionally other media such as video or sound recordings) of pupils for educational purposes or in our publications, including on the School website and on social media, for marketing and promotion purposes. We may also share photographs and other media with third parties for these purposes (for example, for publication in a local or national newspaper). Consent will be sought for the use of photos in line with the Taking and Storing Images of Children Policy (available on the School website).

How long do we keep your data?

Personal data will be stored securely and not be kept for any longer than required for the School's legitimate or lawful purposes. However, the School will maintain a record of the pupil's name and dates he/she attended the school for an indefinite period. A child's records will be transferred to his/her next school.

Some records have to be retained for minimum periods by law. As a general rule, when personal data is no longer needed for the purposes for which it was collected, your data will be securely and permanently destroyed as soon as practicable.

If you have any concerns about the School's handling of your personal data, please contact the School's Liaison Officer, Mrs Jane Bryson info@cbppschoool.co.uk or the Data Protection Officer, **Turn IT on** dpo@turniton.co.uk 01865 597620.

You can also find details of your rights under the DPA and GDPR at: www.ico.org.uk

Date reviewed	Date of next review	Date approved and agreed by Proprietors
August 2020	August 2021	August 2020