



# PARENT & GUARDIAN PRIVACY NOTICE

## DATA PROTECTION OFFICER

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions, please contact them via the information below.

**Director of Finance & Resources - Mrs Angela Brassett**

**Email: [brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk)**

## INTRODUCTION

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains 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. We may also hold information such as your religion or ethnic group. CCTV, photos, and video recordings of you are also personal information.

Personal information submitted to Lingfield College will be used strictly in accordance with the Data Protection Act, for the purposes specified in this Privacy Policy, the School's Data Protection Policy and as otherwise permitted or required by law.

## WHY HAVE WE GIVEN YOU THIS PRIVACY NOTICE?

Lingfield College is a data controller for the purposes of the General Data Protection Regulations 2018 and this notice serves to inform parents and guardians of the legal and lawful basis for which we process personal and sensitive data.

We are required to notify you of how we process your personal data during the parental/guardian relationship and post-termination. This notice explains how we collect, process, use, store, transfer and secure your personal data. It is important that you read this notice, together with any other privacy notice we may provide, this notice does not form part of any other contracts to provide services and we may update this notice at any time.

We process, collect, and use personal information about staff under "Article 6" (public tasks) and "Article 9" (public interests) of the General Data Protection Regulation (GDPR).

- Article 6(1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2) (b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

### **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The 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 educational services to your child.
- Safeguarding and promoting the welfare of your child (and other children).
- Promoting the objects and interests of the school. This includes fundraising.
- Facilitating the efficient operation of the school; and
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, if you applied to another school, they would have a legitimate interest in knowing if we have safeguarding concerns about your child.

If you object to us using your information where we are relying on our legitimate interests as explained above, please contact the Director of Finance & Resources.

### **Necessary for a contract**

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress 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.

### **Vital interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt or are unconscious.

### **Public interest**

The school considers that it is acting in the public interest when providing education.

The school must also comply with an **additional condition** where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

### **Substantial public interest**

The processing is necessary for reasons of substantial public interest.

### **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 other 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 contact the Director of Finance & Resources if you would like to withdraw any consent given.

Note: We have a legal duty under GDPR to ensure that any personal data we process, collect and use is handled and stored securely

## **HOW AND WHY DOES THE SCHOOL COLLECT AND USE PERSONAL INFORMATION?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The school's primary reason for using your personal information is to provide educational services to your child.

- 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 use car details (about those who use our car parking facilities)
- 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 students at the school.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.
- We may take photographs or videos of you at School events to use on social media and on the school website. This is to show prospective parents and students what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.
- We may send you information to keep you up to date with what is happening at the school. For example, by sending you information about events and activities taking place (including fundraising events) and the school newsletter.
- The school will use the contact details of parents, alumni, and other members of the school community to keep them updated about the activities of the school, including by sending updates and newsletters, by email, by post and also by telephone. Unless the relevant individual objects, the school may also:
  - Contact parents and/or alumni by telephone, post and email in order to promote and raise funds for the school and in regard to bursarial matters.
  - Should you wish to limit or object to any such use, or would like further information about them, please contact the Director of Finance & Resources in writing.
- We may use information about you if we need this for historical research purposes or for statistical purposes.
- For all other purposes consistent with the proper performance of our operations and business.

## **WHAT HAPPENS IF YOU FAIL TO PROVIDE INFORMATION?**

We will ask you to provide information that we believe is necessary for our contractual and/or our associated legal obligations. If you fail to provide certain information when requested, we may not be able to meet our contractual and/or legal obligations to you.

## **HOW WILL WE STORE YOUR DATA & FOR HOW LONG?**

We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. We will store all the personal information you provide to us with strict procedures and security features to try to prevent unauthorised access. We store all personal information you provide on our secure servers or in locked storage facilities.

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.

Please refer to the school's Data Protection Policy for retention tables.

## **WHO WE MAY SHARE YOUR INFORMATION WITH?**

Occasionally, the School may need to disclose personal information outside of the organisation:

- In accordance with our legal obligations, we may share information with local authorities, the 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.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice
- Occasionally we may use consultants, experts, and other advisors to assist the school in fulfilling its obligations 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 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.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.
- We may need to share information if there is an emergency, for example, if your child is hurt whilst on School premises.
- If your child has food allergies we will need to share this information with our caterers.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
  - IT consultants who might access information about you when checking the security of our IT network; and

## **SENDING INFORMATION TO OTHER COUNTRIES**

The law prevents data from being transferred to countries outside the European Economic Area without prior checks being conducted to ensure that adequate protection processes are in place.

## **YOUR RIGHTS**

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records
- Require us to correct any inaccuracies in your information
- Make a request to us to delete what personal data of yours we hold
- Object to our lawful basis for processing your data in relation to our legitimate business interest (or third-party interest)
- Object to the transfer of your personal data to a third party.
- Ask us not to process your data for marketing purposes.

If you have any concern(s) about the way we collect or use personal data, or if you would prefer that certain information is kept confidential, please contact the Data Protection Officer.

## **POLICY AMENDMENTS**

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

## **COMPLAINTS**

To exercise all relevant rights, queries or complaints please email [brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk) and if we are unable to resolve your complaint, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.