



Your privacy is important to us and we want to keep your personal information safe. This privacy notice tells you how we do that and explains how we collect, store and use personal information about parents, other family members (where given) and carers of students at King Edward VI School (the 'School')

Our Data Protection Lead is Mr Michael Hawley (see 'Contact us' below).

The personal information we hold

We process information relating to parents, family members and carers of students of the School. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name.
- Contact details.
- Your personal information as it relates to any concerns or complaints you have raised with the School.
- where appropriate, information about your health and welfare, and the health and welfare history of your family.
- Employment details.
- where appropriate, criminal records information if you volunteer for School outings or activities where a DBS check is required.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Ethnicity, religion, disability and access requirements
- Language
- Other family circumstances that may have an impact on the student

Why we use this information

The purpose of processing this information is to:

- Provide you with reports or feedback regarding your child's progress.
- Be able to offer care and support to a student, as a result of family circumstances that may impact a child's wellbeing or happiness.
- Ensure any attendance issues are dealt with quickly.
- Where appropriate, have information about your religious beliefs and practices in so far as they might affect your child's education or involvement in School activities.
- 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 appeals and events) and the School's news updates.
- Once your child leaves the School, send you information for former students and find out how your child is progressing.

The lawful basis on which we use this information

The main reason that the School processes personal information is to enable it to perform tasks carried out in its role to provide students with an education in the public interest and because it is necessary in order to comply with the school's legal obligations (for example providing data for DfE census returns under the Education Act 1996).

In addition, the School may also process personal information if at least one of the following applies:

- there is explicit consent.
- in order to protect the vital interests of the individual.
- to comply with the School's legal obligations in the field of employment and social security and social protection law.
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
- for reasons of public interest in the area of public health.
- for reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards.
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

We normally collect information from you directly, e.g. via a form or in correspondence with you.

While the majority of the information we collect from you is mandatory, we may collect some, which is voluntarily requested. If this is the case we will make it clear whether you must provide this information, or whether you have a choice.

How we store this data

We keep personal information about you while your child is attending our School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations, as part of the alumni body (Old Edwardian), for historical records or where we have obtained your consent.

How long we retain this data

The School will keep your personal information for as long as it is necessary. When we do not have a lawful reason to hold it, we will delete or destroy your personal information securely. Our Data Protection Policy (available on the School's website) sets out how long we store your information.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – for example, where we have any safeguarding concerns or to comply with our legal obligations

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as communication and database platforms.

We may transfer or transmit your personal information outside the European Economic Area (EEA) in limited situations. For example, we may do this when you contact us from outside the EEA or when the School makes arrangement for trips and travel abroad. We will take steps to ensure that your personal information is protected when this happens and may also let you know about this when it takes place. We will do so in accordance with data protection law.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those individuals who have a need to know it. They will only use your personal information on our instructions and they will be required to treat it as confidential.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your rights

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. You have the right to:

- make a 'subject access request' to gain access to personal information that the School holds about you
- request that your personal information is transmitted electronically to another organisation in certain circumstances
- object to the use of your personal information if it would cause, or is causing, damage or distress
- prevent your information being used to send direct marketing
- object to the use of your personal information for decisions being taken by automated means (by a computer or machine, rather than a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing, and
- claim compensation for damages caused by a breach of applicable data protection law.

Where you have given us your consent to process your personal information for a particular purpose, you can withdraw or amend this consent at any time.

To exercise any of these rights, please contact our Data Protection Lead (see 'Contact us' below).

Changes to this privacy notice

We may update this privacy notice at any time and we will publish the updated notice on our website. We may also let you know in other ways about how we use your personal information.

Complaints

If you are unhappy with how we are processing your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, although the ICO recommends that you take steps to resolve the matter with the School before involving them.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead:

By post: Mr Michael Hawley, King Edward VI School, Chapel Lane, Stratford-upon-Avon, CV37 6BE

By phone: 01789 203108

By email: mdh@kes.net