

Park School for Girls

Privacy Notice



Introduction

This notice is to help you understand how and why we collect personal data about you and your daughter and what we do with the information. It also explains the decisions that you can make about your personal information

What is personal data

Personal data is anything that identifies you as an individual and relates to you. This includes contact details, next of kin and financial information. We may also know information concerning your religion, ethnic group or health of your daughter.

Photographs are also personal data.

We will use the data you have supplied about you and your family to support your daughter in her education.

How does the school collect personal data?

We collect information from admission documentation you supply and from your daughter's previous school.

We obtain information about you from forms you complete to register for open events and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.

You may e-mail us and provide other information such as contact details or changes in personal circumstances.

If you apply for a Bursary, you may supply financial information. We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or your daughter's previous school(s)

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 pupils what we do and to advertise the School. You can choose to opt out if you do not want your image to be used in this way.

Why does the School collect personal data?

- We may ask for family information which may help us understand your daughter's welfare, happiness or learning needs.
- We may ask about any family health issues or concerns which could affect your daughter.

- We may have details of court orders which could affect the safeguarding of your daughter.
- In case we need to contact you, particularly in an emergency.
- To keep you updated concerning your daughter's progress in her studies. We will also 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 fund raising events) and the school newsletter.
- To track your daughter's progress through her education.

What information will we collect about you and your daughter?

- Her name and address and date of birth.
- Your contact details.
- The details of any emergency family member or friend we may need to contact in an emergency.
- Any medical information such as health issues and allergies to help us keep her safe in school and if she is on external trips and visits.
- A photograph as form of identity.
- Her academic progress.
- With your express permission we may take and use photographic images of your daughter participating in school activities, where they may be put on our website or in the schools newsletter.

Who will we share this data with:

- In accordance with our legal obligations, we may share information with Local Authorities, the Independent Schools Inspectorate, Ofsted, the Department of Education, Health services and our ICT support provider.
- In case of safeguarding, or a criminal incident, we may need to share data with the Police, our Insurers or our legal advisors, and social workers.
- If you have unpaid fees, we may share data with a debt collection agency, or the small claims court.
- We will need to use your data if arranging an external examination.
- We may need to share data with a travel organiser if your daughter is attending a residential or overseas school trip.
- When you daughter leaves Park School for Girls, we will need to share data with the school she moves to.
- We undertake never to share the data with any external contact unless it is a legal requirement to do so in case of her education or safekeeping.
- We will never sell or give your data to other thirds parties, we may send you links to other information which may be of interest to you, purely in respect of furthering your daughters' education.

What do we do with your information?

The Bursar is the person responsible for managing how your data is used and shared.

Like most organisations, we take great care of the data, ensure it is up to date and only used for what we said it would be. We destroy it when it is no longer needed and treat it confidentially and responsibly.

The retention period for your information depends on the statutory requirements for that type of data.

What decisions can you make about your information?

- If it is incorrect, please ask us to correct it. We can tell you what information we hold about you and your daughter.
- You may ask to access the information we hold concerning you and your daughter.
- You can restrict the use of information about you or your daughter, for example by asking for any photographs including her to not be used outside the school, or on our website.
- You may ask for certain information to be deleted.
- You may act for restricted use of your information and have the right to object to the use of information in certain circumstances.
- Information about your daughter is only shared amongst staff and outside bodies on a “need to know” basis. If you would prefer certain information was kept confidential, please speak to the Head Teacher or Bursar.

How do we use your personal data

We may use your personal information to:

- send you email notifications which you have specially requested or signed up to;
- respond to your enquiry or complaint made by you;

You may change your contact preferences and consent at any time by completing a subject access request form, available from the school.

We will not pass on your personal data about you to third parties unless required to do so by law.

Any personal information that you provide to Park School for Girls is stored on our secure network.

Your personal data is kept private and secure at all times, and treated in the strictest of confidence.

We will never share your information with unknown third parties or suppliers without obtaining prior written consent from you.

Using our website

- Every time you connect to the site we store a log of your visit that shows the unique identifier of your machine. This tells us what you have looked at, whether the page request was successful or not, and which browser your machine used to view the pages.
- This data is used for statistical purposes as well as to help customise the user experience and how we interact with you. This helps us to understand which areas of the site are of particular interest, which pages are not being requested, and how many people are visiting the site. We may use this information to block IP addresses where there is a breach of our Terms and Conditions for the website.

Cookies

A cookie is information sent by a web server to a web browser, and is stored by the browser.

This information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use session cookies to follow your navigation of our website. These are automatically deleted from your computer when you close your browser.

We use persistent cookies so our website will recognise you when you visit the website again. Persistent cookies remain stored on your computer until you delete them, or they reach a specified expiry date. Most browsers give you the option to reject all cookies. In Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block all cookies' using the sliding selector.

Contacting us through the website

We may collect personal data such as your name, address, telephone number, and email address. The exact type and nature of information we collect is determined by the information you require and the services we provide.

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in the relevant parts of the website. We will collect the information and use it for the purposes for which you have provided it.

Further information and guidance

This notice is to explain how we use your personal data. If you have any questions please speak to the Bursar.

Signature _____

Date _____