



ST MARY'S SCHOOL ASCOT

PRIVACY NOTICE FOR PARENTS AND GUARDIANS

St Mary's School Ascot is a data controller. This means that we are responsible for deciding how we hold and use personal information about you.

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 sets out your rights when it comes to the personal information that we hold about you.

The school only holds the personal information it is permitted to hold about you, and only uses it for limited purposes relating to your daughter's education, health and wellbeing at the school.

In respect of guardians, the school only holds the personal information it is permitted to hold about you in respect of your role as guardian. In this Notice, where relevant, 'parent' includes guardian, and 'daughter' includes pupils for whom you act as guardian.

WHAT KIND OF INFORMATION DO WE COLLECT ABOUT YOU?

- Your personal information (such as your name, title, addresses, religion, telephone numbers, email addresses, marital status, profession)
- 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
- Where appropriate, criminal records information if you volunteer for school outings or activities where a DBS check is required
- Other financial and biometric information in connection with fees payments and donations, in accordance with the Proceeds of Crime Act and anti-money laundering regulations
- Bank and financial information, particularly with regard to the payment of school fees
- Financial and personal information in support of an application for a means-tested bursary or an insurance policy or claim
- Information from CCTV cameras when you visit the school site
- Photographs and video of you at school events.

HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect personal information from you directly. This may be through a form or meeting, or simply in our day-to-day contact with you (such as emails, conversations and via the parent portal, or when you visit the school).

From time to time we may also collect information about you and your daughter(s) supplied by others. For example, we may receive personal information about you in admissions forms from your daughter's previous school or from doctors, professionals or authorities.

Some of the personal information you provide to us is mandatory, which means that you must provide it to us so that we can provide our services to you and your daughter(s). Other personal information you provide to us is optional, which means that you may decide not to provide it to us. We will let you know when the personal information we request is optional.

WHY DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

1. to send you a school prospectus, if you have requested it
2. to decide whether your daughter should be admitted to the school
3. to decide whether your daughter is eligible for a bursary or scholarship
4. to support your daughter's learning and education
5. to monitor and report on your daughter's progress
6. to make sure your daughter's health and wellbeing are looked after
7. to make sure we provide your daughter with a high quality of education
8. to send you notices and other information that we think you need to know about
9. to ensure the school complies with the law and meets its legal obligations
10. to facilitate the payment of school fees
11. where you have consented, to send you information about the school's development projects, or to put you in touch with a pupil to whom you have offered work experience
12. in respect of photographs and video you appear in, to illustrate school publications, including online publications, the parent portal and streamed events
13. for other necessary purposes, such as to process insurance policies and claims, or bursary applications.

We will only use your personal information for the reasons set out above. You can find more information about these reasons below.

THE LAWFUL BASIS FOR USING YOUR PERSONAL INFORMATION

1. Most of the personal information we collect about you is needed to make sure we are able to fulfil our obligations to you under the parent contract. For example, we require your personal contact details to fulfil our contractual obligation to keep you informed about your daughter's health, wellbeing and educational development.
2. We also use your personal information to make sure that the school is acting within the law and meets its legal obligations. For example, we may need to know information about you and your family in order to provide the most appropriate pastoral support for your daughter.
3. There are some situations where we use your personal information for other reasons (these are known as the 'legitimate interests' of the school). For example, we will use your personal information when deciding whether your daughter can be admitted to the school, or when we use photographs you appear in to illustrate school publications.
4. There may also be occasions when we rely on your consent, such as when we want to send you information about capital development projects.
5. It is important to be aware that, where appropriate, we also use some sensitive personal information about you, such as your medical and health information. This information may be necessary to help us look after your daughter's welfare and provide us with the information we need in order to meet your daughter's specific needs.

WHO DO WE SHARE YOUR INFORMATION WITH?

We may share your personal information with:

1. schools that your daughter attends after leaving us
2. our local authority

3. the Department for Education.

We may share your information with selected third parties who assist us with certain processes such as bursary applications and insurance policies and claims.

We may also share your information with others where we are required or permitted to do so by law, or where we have a legitimate interest in sharing your personal information. This might include the Independent School's Inspectorate, the Charity Commission, Ofsted, professional advisers, or other regulators.

HOW SECURE IS YOUR INFORMATION?

We understand how important it is for us to protect your information. 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 for the purposes we have stated, and they are required to treat it as confidential. All staff receive regular training in data protection and understand the importance of confidentiality.

All our service providers have to put in place appropriate security measures to protect your personal information in line with our policies. We do not allow our third party service providers to use your personal information for their own purposes. We only allow them to use your personal information for specified purposes and in accordance with our instructions.

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.

If you want to know more about how we keep your information secure, please contact the Data Protection Lead at dpl@st-marys-ascot.co.uk.

Transfer of your information outside of the UK

We may transfer or transmit your personal information outside the UK in limited situations. For example, we may do this when you contact us from outside the UK, when the school makes arrangements for trips and travel abroad, or when you access our online portal 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.

HOW LONG WILL WE KEEP YOUR INFORMATION FOR?

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. Typically, we will hold your personal information for seven years after your daughter leaves the school. However, any of your personal information which relates to incident reports or safeguarding must be kept much longer, as required by the law.

In some circumstances we may anonymise your personal information, so that it can no longer be linked to you. If we do this, we may use such information without telling you.

If your daughter does not take up a place at St Mary's, we will hold your information until the summer after her 18th birthday. It will then be securely destroyed.

WHAT CAN YOU DO WITH THE PERSONAL INFORMATION THAT WE USE?

You have the following rights in connection with your personal information. You can:

- ask to see the personal information we hold about you
- ask for your personal information to be corrected to ensure it is accurate
- ask for your personal information to be deleted
- object to the processing of your personal information
- ask us to limit the processing of your personal information
- request the transfer of your personal information to another party.

If you want to do any of the above, please contact the Data Protection Lead at the email address below.

RIGHT TO WITHDRAW CONSENT

Where you have voluntarily supplied us with non-mandatory personal information, you can withdraw this consent at any time. If you do wish to withdraw your consent, please contact the Data Protection Lead at the email address below.

POINT OF CONTACT

The school's Data Protection Lead is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact him at dpl@st-marys-ascot.co.uk.

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.

CHANGES TO THIS PRIVACY NOTICE

We may update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the school's Data Protection Lead at dpl@st-marys-ascot.co.uk.