

# **How We Use Your Information Privacy Notice for Parents**

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**Independent Day and Boarding School for Boys and Girls**

**King's Rochester**

November 2017

## **Introduction**

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

If you have any questions about this notice please contact the Data Protection Officer (DPO) at [dpo@kings-rochester.co.uk](mailto:dpo@kings-rochester.co.uk).

## **What is personal data?**

Personal data is information that identifies you as an individual.

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 data.

## **How and why does the school collect personal data?**

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.

Information is also received by the School directly from you. For example, you might email us with information about your marital status or provide us with documents such as court orders.

We collect this information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

Here are some examples:

- we may have information about any family circumstances which might affect your child's welfare or happiness;
- we ask if any of your child's immediate family members have special educational needs because in some cases these can be hereditary. The School can then use this information to assist your child;
- we may need information about any court orders or criminal petitions which relate to you;
- we use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets and changing rooms;
- we may take photographs or videos of you at School events; and
- we may keep details of your address when your child leaves the School so we can send you the Roffensian magazine and find out how your child is progressing. We may also pass your details onto the alumni organisation which is called the Old Roffensian Society. Further information on the alumni association can be found here [www.oldroffensiansociety.com](http://www.oldroffensiansociety.com)
- We may send your information to, or store your information in, other countries where:
  - we communicate with you or your child when you are overseas (for example, during the summer holidays if you live in a different country). The European Commission has produced a list of countries which have adequate data protection rules. The

country that we are sending your information to might not be on the list which means that it might not have adequate rules.

- If you permanently live outside the European Economic Area we will encrypt personal information to ensure the information is adequately protected.

### **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 from your child's previous school(s).
- We may hold information about bankruptcy petitions and statutory demands.
- We may search the files of any licensed credit reference agency in order to verify your identity. This also allows us to assess your application for the award of a bursary or for credit in contemplation of an agreement for the deferment of fees.
  - The credit reference agency will keep a record of that search and details about your application.
  - This record will be seen by other organisations which make searches about you.
  - Failure to supply information may result in a refusal of an award or credit.

### **Sharing personal data with third parties**

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police or our legal advisers.
- 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.
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- If you have unpaid fees while your child is at the School we may share information about this with other schools or educational establishments to which you intend to send your child.
- 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.

### **What do we do with your personal data?**

The DPO is the person responsible at our school for managing how we look after personal data and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

## **For how long do we keep your information?**

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 should you wish to 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.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

The School's Information and Record Retention policy shows for how long we keep different types of your information.

## **Our legal grounds for using your information**

- As a School we have to comply with various laws and this entitles us to use your information where necessary. For example, we have to make sure that we take care of your child.
- Unless this would be unfair to you, we have a legitimate interest in using your information in order to:
  - educate your child and others;
  - look after your child's welfare and the welfare of others; and
  - promote and develop the School so that it continues to be successful.
- If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the DPO.
- We also use your information in order to provide education to your child, which is in the public interest.
- If something goes wrong we may need to use your information in connection with legal disputes.
- We have a contract with you to educate and look after your child. We are allowed to use information about you where this is necessary under that agreement.
- We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Please speak to the DPO.
- We are allowed to use your information in an emergency, for example, if your child requires urgent medical attention.
- We may use information about you if we need this for historical, research or statistical purposes.

## **What decisions can you make about your information?**

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;

- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by a computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy; and
- if you object to us using your information in the following circumstances please speak to the DPO:
  - where we are relying on our legitimate interests to use your information as explained above under "our legal grounds for using your information"; or
  - where we send you marketing information e.g. about school events.

The DPO can give you more information about your data protection rights.

### **Further information and guidance**

This notice is to explain how we use your personal data. The DPO is in charge of the School's data protection compliance and can answer any questions which you may have.

Please speak to the Bursar if:

- you object to us using your information for marketing purposes e.g. to send you information about school events; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - <https://ico.org.uk>