

Who we are?

George Watson's College ("The School") is managed by the Merchant Company Education Board, a registered Scottish Charity (SC009747).

The School's address is George Watson's College, Colinton Road, Edinburgh, EH10 5EG.

George Watson's College, as a Data Controller, is committed to protecting your personal information. In order to do this, it is important that we explain:

- What information do we collect about you?
- Why we collect this information?
- What we need from you?
- How do we collect that information?
- What we do with that information?
- Who do we share information with?
- How long do we keep your information?
- How can you access the information we hold on you?
- Where do we process and store your information?
- How do we protect your information?

What information do we collect about you?

During the Admissions process we gather information to help us to decide whether or not to offer a place, a scholarship, or financial assistance to your child.

The information we collect includes:

- Information about your child – e.g. name, date of birth, gender and nationality
- Contact details for your child and each parent/carer
- Details of the applicant's brothers and sisters
- Proof of nationality and address
- Your job details
- The year group and date that you wish your child to start in
- The applicant's education to date
- School reports and references
- Any additional needs your child may have, including support for learning reports, disability and medical information
- Whether you are seeking financial assistance or a music scholarship
- Information on earnings and financial assets, if applying for financial assistance
- Payment details
- Assessment results

Why we collect this information?

This information allows us to better understand who your child is, whether we can accommodate their needs and whether a Watson's education would be best for them. This enables us to communicate to you throughout the admissions process.

What do we need from you?

We need your consent for your child's current school to share financial information (if fees are still outstanding), and to release academic report and pupil profile information to us.

We will only contact you using the methods you have provided us with during the Admissions process.

You can withdraw your consent to us collecting and/or storing your personal information at any time. You can withdraw your consent by contacting us using the details at the end of this privacy policy.

How do we collect that information?

We will collect information from you from the first time you make an enquiry. You may call to ask a question of our Admissions team, you may attend Open Morning and ask us to send our Recorder magazine out to you, or you may apply for a place, and fill in our application form or complete market research surveys (either on paper or online). Your child's current school may provide the information, as detailed above.

What do we do with that information?

The information enables us to:

- Invite your child to an assessment
- Send a prospectus or newsletter, if requested
- Communicate to you throughout the admissions process
- Assess your child, and determine if they will fit into Watson's
- Analyse your survey feedback for market research purposes, after the offers have been sent out, and places accepted or rejected.

Who do we share information with?

We will never sell and will not share your personal information with any third-party.

How long do we keep your information?

Should your application be unsuccessful we will destroy your information one year after the end of the Academic Year for which you applied.

Should you be placed on a waiting list we will retain your information until the process has closed, then destroy after the end of the Academic Year for which you applied.

Should you be successful your records will be kept for the duration of your child's education with the School (Privacy Policy – Educating your Child), and potentially beyond (Privacy Policy – Keeping in Touch and Supporting the School).

How can you access the information we hold on you?

You have the right to access the personal information we hold on you. If you wish to receive a copy you may make a data subject access request to our Data Protection Officer, the Bursar.

We must confirm your identity before we can release any personal information.

If the personal information is inaccurate or incomplete, you can ask us to correct it. You can also ask for information to be deleted or removed if there is no compelling reason for George Watson's College to continue to hold it.

How do we process and store your information

The personal information collected by the School will be held in electronic and/or physical format on secured systems within the European Economic Area. We will not knowingly transfer your personal information outside of the European Economic Area. We only store physical copies of documents containing your personal information on the School's premises. Information that we store electronically is retained on systems owned and/or managed by the School.

Details regarding how we store and manage data can be found in our Data Storage and Retention Policy.

How do we protect your information?

This can be found in our Information Security policy.

How to Contact Us

If you have any questions, comments or requests regarding this Privacy Policy please contact:

The Bursar / Data Protection Officer

George Watson's College

Colinton Road

Edinburgh

EH10 5EG

or

dataprotection@gwc.org.uk

or

0131 446 6000

Complaints

If you are not satisfied with the way that we have handled any of your requests or questions relating to our use of your personal data then you can contact the Information Commissioner's Office at www.ico.org.uk/concerns or phone 0303 123 1113.

The Information Commissioner's Office is the statutory body responsible for overseeing data protection legislation and law in the United Kingdom.

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