

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?

The information we may collect from you if your child applies for one of the holiday activities includes:

- Information about the participant – e.g. child's name, date of birth, current class/year group, membership number (if member of Galleon), instrument played and instrumental teacher (for music activities), and home address
- Parent and Emergency contact details
- Medical information, GP name and GP Practice
- Dietary information
- Level of instrument playing ability
- T-shirt size
- Payment details (including Childcare Vouchers)

Why do we collect this information?

This allows us to process your application, communicate with you, set up registers, to have contact information in case of emergencies (particularly if not a GWC pupil), to be aware of any medical conditions and medication needs, and organise prizes and certificates.

What do we need from you?

By signing the application and consent forms you shall be agreeing for us to process your personal data for the purposes of the holiday activity.

The forms will include (depending upon the individual holiday club/camp or school) the ability for you to opt-in to activities and trips, photography and video (which will be done in accordance with our Taking, Storing and Using Images of Children policy), administration of medication, make-up application (for Drama), and permission regarding pick-up/ independent travel home.

How do we collect that information?

We will collect information from the application and consent forms you fill in.

What do we do with that information?

If you consent to us collecting and processing your personal information then we may use it to:

- Process the application, including putting into groups
- Communicate with you as necessary
- Collate emergency and medical information
- Celebrate success.

Who do we share information with?

We will never sell and will not share your personal information with any third-party, apart from those mentioned here.

Emergency Services

In the event of an emergency where the emergency services (e.g. police, ambulance, fire, coastguard) need to be called we would share information.

Casual Staff for Holiday Activities

Specialist and general coaches are brought in to help to operate the camps (e.g. sports players, drama students) and will only be provided with names for registration purposes, and medical information of those who require medication, or have conditions which those coaching should be aware of for the safety of the pupils.

Instrumental Teachers

For music activities, we may contact a child's instrumental teacher to help to determine the appropriate group for the child to participate in.

How long do we keep your information?

We keep the information for one year after the session that the holiday activity took place.

You can withdraw your consent to us storing your personal information at any time after our business with you has ended. We may retain a minimal amount of personal data for historical and statistical purposes.

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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