



Aldro, Lombard Street, Shackleford, Surrey, GU8 6AS

PARENT AND PUPIL PRIVACY NOTICES

PUPIL PRIVACY NOTICE

Aldro is the Data Controller and our contact details for enquiries with regard to your data are as above. As a pupil at Aldro we have a contract with your parent or guardian to provide for your education and care.

In order to provide your education, we need to store and process your personal data. This notice tells you about the type of data that we will hold about you, why we hold and use it, the length of time we will keep it and some rights that you may have in some situations.

The data we hold includes:

When you joined:

- The information that your parents provided (name, date of birth, address, medical) at the time you joined Aldro;
- Papers from your interviews, tests and sometimes examples of work from your last school

When you are at Aldro we will collect data to support your education with us:

- Reports from specialists who may be helping you, for example with reading
- Medical reports if you are unwell
- Records relating to your academic progress
- Any safeguarding issues which may arise
- Your pastoral care and wellbeing
- Photographs of activities you are involved in
- References for your next school

We process this data because:

- There may be legal requirements to do so
- Our legitimate interest in providing your education
- The consent that your parents may give (eg for photographs or to send references to your next school)

How long do we keep your data for?

- We keep data relating to your education until you reach the age of 25 when it will be destroyed. Your contact details are retained to allow us to keep you updated about the school and future events. Please also see the Aldronians Privacy Notice.

- In the event of a reportable safeguarding incident we retain your information for an unlimited period.

Who might we give this data to?

- Your next school (with your parent's consent)
- Your local authority if legally required to do so

In certain circumstances you can request:

Access to and porting of your data; rectification or erasure of your data; restriction of processing or to object to the processing.

You also have a right to lodge a complaint with the Information Commissioner's Office [Make a complaint | ICO](#)

PARENT PRIVACY NOTICE

Aldro is the data controller and our contact details for enquiries with regard to your data are as above. Once your child has joined Aldro we will process the personal data you provided on our admissions form, which includes your contact details, legal status of your relationship with your child, any specific legal documents or court orders and general correspondence with us. Our legal basis for holding and processing this personal data are:

- our contract with you for the provision of your child's education.
- our legitimate interest in keeping you informed about Aldro once your child has left the school and for the development of the school
- legal requirements such as Keeping Children Safe in Education

We will use your contact details to maintain contact with former pupils (Aldronians) and also to keep you updated about the school during and after your child's time at Aldro.

As part of our relationship with you we may also store publically available information from social and other media.

We will pass certain data on to third parties including debt collection agencies in the case of unpaid fees, or local authorities with regard to Safeguarding issues.

Retention Periods for your personal data:

Admissions data and other documents – until your child reaches the age of 25

Financial Information – until 7 years after your child leaves Aldro

Contact Information – retained indefinitely or until such time as you request its deletion

You have the qualified right to request:

Access to and porting of your data; rectification or erasure of your data; restriction of processing or to object to the processing.

You also have a right to lodge a complaint with the Information Commissioner's Office [Make a complaint | ICO](#)

Contact

If you would like to discuss anything in this Privacy Notice, please contact the Bursar.

February 2025