

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?

Your relationship(s) with us, will have an impact on the answers to each of these questions and so we have separated the policy out into a series based on the type of activities and interactions you may have with us, as follows:

The Admissions Process

Educating Your Child

Keeping in Touch and Supporting the School

Applying to Work or Volunteer at the School

Working for Us

Holiday Activities

Galleon Membership

Contacting Us

Facility Hire

Swire Chinese Language Centre Edinburgh

The Watson's Malawi Partnership

Visiting our Website

GWC Plus

We may need to make changes to our Privacy Policy, which will be updated on the website from time to time. However, should there be any important changes we will let you know. Any changes to our Privacy Policy will come into effect 30 days after we post it on our site. During that period, you're welcome to contact us if you have questions about the changes.

How you can 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 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 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

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a personal data complaint. Please see our Complaints Procedure for further information.

George Watson's College is committed to providing high-quality services. It prides itself on close and supportive relationships with parents and always seeks to do the right thing for every child and for the College as a whole. Should you wish to discuss any concerns about the implementation of this policy or related issues. Our Complaints Procedure can be found on our website. Individuals have the right to make a complaint to us about the way in which we process personal data.

Our Complaints Procedure applies to the following:

- Parents of current pupils in the Senior or Junior School
- Users of paid-for GWC services including Galleon members, Swim School customers and Event Hire customers.

Members of the public raising Complaints can do so via the platforms noted below.

- In person
- Phone - 0131 446 6000
- Email - info@gwc.org.uk
- Online form
- by letter addressed to the Complaint Reviewer at the College.

Complaints will be handled as quickly as possible, and guidance is given within the Complaints Procedure of normal response times. If a complaint arrives at the end of term or during the holidays, the College will do all that is reasonably necessary to resolve the issue quickly once term has resumed.

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the College via the platforms noted above.

The ICO is contactable at:

www.ico.org.uk Wycliff House Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113