



Prospective Parent Privacy Notice

Policy Statement

During the enquiry and application process, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Anything that we do with an individual’s personal data is known as “processing”. This document sets out what personal data we will hold about you and your child, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status).
- financial details (such as bank account or credit card details) for payment of application fees.
- CCTV footage and images obtained when you attend the School site.
- your relationship to your child.

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times during the enquiry and application process, and when you attend the School site and are captured by our CCTV systems.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies.

Why do we use your personal data?

1. To contact you about admissions events.
2. To send you marketing information including newsletters, and other school information.
3. To maintain a contact and communication with you about the school.
4. To monitor our admissions and enquiry sources for future marketing development.



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5. To cater adequately for your child, taking into account any special dietary needs if they attend school for pre-enrolment events

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the School site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

If either you, or the School, decide not to proceed with an application then we will hold data we have received for up to 18 months after the September to which you applied for entry. This is so we can keep you informed of opportunities should they arise. If you do not want us to keep your data for this long then you can notify us with your updated preferences. After this period, or on receipt of a notification, we will delete and destroy any data we hold on you.

Who will we share your personal data with?

We may share information about you with:

- Your former school in terms of gathering references.
- Local authorities, to assist them in the exercise of their responsibilities in safeguarding purposes if applicable.





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Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Director of Finance and Operations and Data Protection Officer - Debbie Torjussen via gdpr@grange.org.uk

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organization
- Claim compensation for damage caused by a breach of your data protection rights.

If you want to exercise any of these rights then you should contact the DPO.

The law does not oblige the School to comply with all requests. If the School does not intend to comply with the request, then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Steve Gauller

Chief Operating Officer

gdpr@grange.org.uk

