

Privacy Notice Chafyn Grove School – parents (or guardians) of children at the school, or applying to join the school

Notice to Parents

This notice concerns the personal information that the school wishes to obtain, or currently holds, concerning you and your child/children, or on data that you will supply in the future

In accordance with the regulations concerning data protection¹ the Chafyn Grove School needs to inform you about the data we hold about you and your children and to inform you of how we handle this information concerning you and them.

The School needs to receive and process personal data in order to either respond to your enquiries about joining the school, or in processing applications to join the School, or to administer the education of pupils once they have joined. We see the provision of personal data as necessary to properly admit your child to the school and to fulfil our obligations under the contract once your child is a pupil here. Thus the School has a legitimate interest in holding this data. The data requested will be the minimum required for these purposes.

The School may need to share some of the data we hold with any companies who have contracts with the school for provision of services and in order to for these companies to deliver these services, and who have equalled the school's precautions and systems for dealing with data. These may include the following organisations:

- The School's medical officer and practice
- The School's IT Contractor
- IT software providers such as our School Management System (Schoolbase)
- Companies associated with providing school trips and activities such as tour companies, destinations visited, and activity providers
- Sports Coaches such as squash and tennis
- Agents (for Overseas pupils)
- Future Schools

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises. Should this be envisaged for your child, you will be contacted for your consent, the consent will be limited in time and content if it be required.

The retention period for pupil data will be until the pupil reaches the age of 25 unless this period is modified by any legal obligation the school finds itself under.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent. Withdrawal of certain data may render it impossible to deliver the education services under the parent/school's contract

¹ General Data Protection Regulations

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There is no automated decision making or profiling involved in this data stream into and through the School.

You can complain at any time about how the school has handled your data, the Information Commissioner is available on the ICO helpline 0303 123 1113.

The School can at reasonable notice respond to a request for further information about the steps it takes to protect your data

MDR Kelly
Bursar