

Schedule 1 Privacy notice for parents

Introduction

This notice is to help you understand how and why we collect personal data about you. It also explains the decisions that you can make about your own information. If you have any questions about this notice please contact the Bursar.

What is personal data?

Personal data is information that identifies you as an individual.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal data.

How and why does the school collect personal data?

We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.

Information is also received by the School directly from you. For example, you might email us with information about your marital status or provide us with documents such as court orders.

We collect this information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

Here are some examples:

- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We ask if any of your child's immediate family members have special educational needs because in some cases these can be hereditary. The School can then use this information to assist your child.
- We may need information about any court orders or criminal petitions which relate to you.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.
- We may keep details of your address when your child leaves the School so we can send you magazines and find out how your child is progressing. We may also pass your details onto the alumni organisation and fundraising for Highfield School Centenary Bursaries Fund.

Financial information

- We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may hold information about bankruptcy petitions and statutory demands.
- We may search the files of any licensed credit reference agency in order to verify your identity. This also allows us to assess your application for the award of a bursary or for credit in contemplation of an agreement for the deferment of fees.

- The credit reference agency will keep a record of that search and details about your application.
- This record will be seen by other organisations which make searches about you.
- Failure to supply information may result in a refusal of an award or credit.

Sharing personal data with third parties

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate / Ofsted and the Department for Education, for example, where we have any safeguarding concerns. On occasion, we may need to share information with the police or our legal advisers.
- If your child is not of British nationality we have to make sure that your child has the right to study in the UK. We might have to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- We may share information about you between Highfield School and Brookham School. For example, financial information or details of family circumstances and pupil records. If you have unpaid fees while your child is at the School we may share information about this with other schools or educational establishments to which you intend to send your child.
- If your child leaves us to attend another school we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.

What do we do with your personal data?

The Bursar is the person responsible at our school for managing how we look after personal data and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

We only retain your information for as long as we need to. The retention period depends on the type of information. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If information is incorrect you can ask us to correct it. If you would like us to change or update the information we hold about you please speak to the Bursar. We can also tell you what information we hold about you.
- If you would prefer that certain information is kept confidential then please speak to the Head or Bursar.

Further information and guidance

This notice is to explain how we use your personal data. If you have any questions please contact the Bursar.