



# HEATHFIELD SCHOOL

## Privacy Notice for Prospective Parents and Pupils

<b>Policy Area:</b>	General
<b>Relevant Statutory Regulations:</b>	General Data Protection Regulation 2018 Data Protection Act 2018
<b>Key Contact Personnel in School</b>	
<b>Nominated Member of Leadership Staff Responsible for the policy:</b>	Bursar
<b>Version:</b>	2022.01
<b>Date updated:</b>	01 January 2022
<b>Date of next review:</b>	01 January 2025

*This policy will be reviewed at least triannually, and/or following any concerns and/or updates to national and local guidance or procedure.*

### Introduction

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This policy is to help you understand how and why we collect personal information and what we do with that information when you enquire about a place at Heathfield School ("the School") for your daughter. If you have any questions about this notice, please contact the Admissions Department: [registrar@heathfieldschool.net](mailto:registrar@heathfieldschool.net)

This policy is intended to provide information about how we will use (or "process") personal information about prospective pupils ("pupils") and their parents, carers or guardians ("parents"). This information is provided in accordance with the rights of individuals under Data Protection Law to understand how your personal information is used. We have also produced a pupil-friendly summary document of the privacy notice for pupils to read – available on request.

This policy applies when collecting information via our online enquiry form on the website, via email, telephone enquiries and/or any paper form. Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governing council members and service providers) are made aware of and should comply with our Privacy Notice and our data protection procedures.

### What is "personal information"?

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Personal information is information that the School collects about you.

The personal data that the Admissions department collect may consist of:

*For the candidate:*

- Name

- date of birth
- address details
- Feeder and previous schools' information
- Information on siblings (if given)
- school report(s) and confidential reference(s)
- Reports from extracurricular activities and/or tutors (if relevant)
- Educational Psychologist report (if relevant and shared with the school)
- Medical Reports (if relevant)
- Special health/food/allergies requirements (if relevant)
- Any bursary application details (the admissions department do not hold the financial information, this is held by the finance team)
- Test results (internal and external)
- Interview comments/results
- Passport information (and visa information if requires visa)
- Guardian/agent details (name, address, email and telephone number)

*For the parents:*

- Name
- Address, email, telephone numbers
- Occupation
- Marital status
- Details of any connection with the School
- Details, if required, of parental responsibility
- Identity (passport in most cases) and Visa information (if required as part of our obligations as a UKVI Sponsor) that you may have given us when originally enquiring about the School, at the time of registration or subsequently.

Data about prospective parents and children will usually be collected directly from you but some data may be collected from third parties (for example previous schools, confidential references).

### **Why does the School collect personal information?**

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The legal basis for holding your data is 'legitimate interest'. The School needs your personal data in order to successfully manage and administer the admissions process. Sensitive personal data is sometimes collected and generally held in order to protect your or your child's vital interests, safeguard your child or as a result of legal obligation.

We will also ask for specific consent at the time of registration or initial expression of interest to send you future information about the School (prospectuses, upcoming events such as open days, newsletters etc). You will have the option to choose not to receive these further marketing communications at any time after your initial enquiry and to withdraw this consent if previously given.

Your personal data will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests of the School in order to:

- Communicate and promote the School's admissions events and activities (that you have consented to)
- Advise you about the next steps in the application process (ie Taster days, Assessment date and details, Interviews, Scholarship information, Results, Induction days)

- Make decisions concerning admissions

### Who has access to your data

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Data about prospective parents and children is held securely in a database and paper files belonging and hosted at Heathfield School and is treated confidentially and with sensitivity. Such data may be made available upon request to academic and administrative departments involved in the admissions process at the School.

The data will not be disclosed to third parties (except where required by legal or other statutory obligation such as for bursary applications) or external organisations and the data is not transferred overseas (other than results sent back to those in their countries of origin).

### How long we keep personal information

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We will keep personal information securely. The table below gives an example:

Types of information	Retention period
Prospective pupils: Pupil name, current school and parent contact details	Enquiry Information - up to ONE year after point of entry has passed. Registration Form - up to ONE year after point of entry has passed. Application form and assessments result - up to ONE year after point of entry has passed.  For those unsuccessful in obtaining a place at Heathfield school, their records will be destroyed after one year, unless parental consent for us to retain them is provided.  Successful applications are held until the pupil reaches 25 years of age.*

\*Subject to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil.

If you have any queries about how our retention policy is applied, or wish to request that personal information that you no longer believe to be relevant is considered for erasure, please contact the Admissions Department.

A limited and reasonable amount of information will be kept for archiving purposes. For example, where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

### Consent

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If we are relying on your consent as a means to process personal information, you may withdraw that consent at any time. What decisions can you make about your information?

- if information is incorrect you can ask us to correct it
- you can also ask what information we hold about you and be provided with a copy
- you can ask us to delete the information that we hold about you in certain circumstances, for example, where we no longer need the information
- our use of information about you may be restricted in some cases, for example, if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy

There is no automated decision-making or profiling involved in your enquiry process.

## **Subject rights under the DPA/GDPR**

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All data subjects have certain rights under the General Data Protection Regulation and the UK Data Protection Bill, including a right to be given access to data held about them by any data controller and a right to be removed from our database should you no longer wish to receive information from the School. You also have the right to opt out of the use of your data for any of purposes specified above provided it is not required to administer the admissions process in which you wish to participate. Should you wish to opt out or be removed from our database or access your data, please contact [registrar@heathfieldschool.net](mailto:registrar@heathfieldschool.net).

## **Queries and Complaints**

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We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

The IT Manager is the Privacy Officer and the person responsible at Heathfield School for managing how we look after personal information 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. You can e-mail the IT Manager at [systems@heathfieldschool.net](mailto:systems@heathfieldschool.net)

Any comments or queries on this policy should be directed to the Bursar: [bursar@heathfieldschool.net](mailto:bursar@heathfieldschool.net)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Related Policies**

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- Confidentiality Policy
- Data Protection Policy
- IT Acceptable Use Policy
- Privacy notice for parents
- Privacy notice for pupils
- Record Keeping Policy