

Privacy Notice for Parents

Caterham School is a 'data controller' for the purposes of Data Protection Law; this means that the School determines how individual's personal information is processed and for what purpose.

Caterham School Limited is registered at Harestone Valley Road, Caterham, Surrey, CR3 6YA. Company number 5410420. Registered Charity number 1109508. This Privacy Notice includes Caterham Senior School and Preparatory School including the Parents' Association, Caterham School Trading Limited and Caterham School Enterprises Limited.

Introduction

This notice contains the key information about how and why we collect your personal information and what we do with that information. Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

This notice should be read in conjunction with the School's main Privacy Notice which may be also found on the website. The main Privacy Notice explains what personal data and what special category data we process. It explains who has access to your data and how long we keep it. It is important that you have read the main Privacy Notice before continuing with this document.

How we use information from parents

The School's primary reason for using your personal information is to provide educational services to your child. We have set out the ways in which we may legitimately process your data within School in the bullets below:

- We obtain information about you from admissions forms and from your child's previous school. We may also receive information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances which might affect your child's welfare or happiness.
- We will process financial information about you in relation to the payment of fees. In some cases, we receive 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, where relevant.
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to communicate to the school community, show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We will keep your professional and contact details after your child leaves the School so we can send you our alumni magazine and find out how your child is progressing and for career

networking and school development purposes. Further information on the alumni association and the Alumni and Development Privacy notice can also be found on the School's website.

- We may use your contact details and information we hold on you if a grievance or complaint is raised in connection to you.

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities for example the Independent Schools Inspectorate and the Department for Education.
- If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to send your child.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.
- We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School.
- If you are involved in an accident or emergency at school we may need to share information about you to the emergency services.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly (e.g. our accountants). We will share your information with them if this is relevant to their work.
- If your child is not of British nationality we have to make sure that your child has the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.
- We will provide information to your child's new school if they leave us and move on. This may include details of family circumstances if there have been any safeguarding incidents.

Your Rights

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the main Privacy Notice. The Director of HR and Compliance is the person responsible at our school for managing how we look after personal information.

Queries and complaints

Any comments or queries on this policy should be directed to the Director of HR and Compliance using the following contact details: hr@caterhamschool.co.uk.

If a parent believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School complaints or staff grievance procedure as appropriate and should also notify the Director of HR and Compliance. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

Date of policy: March 2019