



## Privacy Notice Windlesham School – parents (or guardians) of children at the School, or applying to join the School

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly. The notice may be issued retrospectively to data subjects for data obtained prior to GDPR implementation on 25<sup>th</sup> May 2018.

Data will be processed for the purposes of responding to requests for information about joining the School and the School will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School may share your data with the following companies who have contracts with the School and who have equalled the School’s precautions and systems for dealing with data, these are:

- “Double First” – provider of the School’s “Engage” Management Information System
- “Friends Of Windlesham” – Parent/Carers Association– pupil name plus email only with opt out available
- “Google” – pupil names only - provider of email accounts for pupils to use internally
- “Microsoft” parent/carers emails only for communications with yourselves
- Examination Boards – pupil names and dates of birth only

In future there may be additions to this list such as caterers and residential trip providers. 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 if the child enters the School as a pupil and/or be modified by any other 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.

You can complain at any time about how the School has handled your data. The Information Commissioner helpline is 0303 123 1113.

We will obtain the data the School requires directly from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly admit your child to the School and to administer, and for the School to fulfil its obligations under the contract once your child is a pupil here.

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