

Privacy Notice St Wystan's School – parents (or guardians) of children at the school, or applying to join the school

This annex should be read in conjunction with the introductory paragraphs in the covering document.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

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 will 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:

- Photographer
- Health care services
- IT Contractor (when applicable)
- IT software provider

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 leaves the school, when all data is transferred to their next school, or 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 is available as follows:

ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.

We will obtain the data the school requires 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 you 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.