



## **How We Use Your Information Privacy Notice for Parents (Key Points)**

---

**Independent Day School for Boys and Girls**

## Parent Privacy Notice - Key Information

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.

We strongly recommend reading the full version of our parent privacy notice which is published on the School's website and can be found here <http://www.ballardschool.co.uk/school-policies.html>. You can also obtain a copy of the full privacy notice by contacting the school Data Protection Lead by email on [dataprotection@ballardschool.co.uk](mailto:dataprotection@ballardschool.co.uk).

The School's primary reason for using your personal information is to provide educational services to your child.

We set out below examples of the different ways in which we use your personal information and from where that personal information comes.

- 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.
- 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 get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to 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 details of your address when your child leaves the School so that we can send you alumni news and find out how your child is progressing. Further information on the alumni association can be found on the school website. <http://www.ballardschool.co.uk>

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, the Independent Schools Inspectorate / Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- 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.

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 full privacy notice, and the school Data Protection Lead is able to provide you with further information.

The School Data Protection Lead, Mrs Rebecca Munro is the person responsible at our school for managing how we look after personal information and how it is shared. If you have any questions or would like any further information please contact him by email, addressed to [dataprotection@ballardschool.co.uk](mailto:dataprotection@ballardschool.co.uk) or by post addressed to Data Protection Lead, Ballard School, Fernhill Lane, New Milton, Hampshire, BH25 5SU, or by telephone: 01425 626900.

Staff name: Rebecca Munro

Policy written: May 2018

Policy updated: May 2019

Policy review date: May 2020