

Amesbury School Trust Ltd

Privacy Notice for Parents

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 www.amesburyschool.co.uk/privacy . You can also obtain a copy of the full privacy notice by contacting the School on FOI@amesburyschool.co.uk and at the following registered address of the school – Amesbury, Hazel Grove, Hindhead, Surrey, GU26 6BL

The full version includes additional points, such as, the rights you have in your information including what decisions you can make about your information, for how long the School retains your personal information and our legal bases for using your personal information.

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 where that personal information comes from.

- 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 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. This is in accordance with our Taking Storing and Using Images of Children Policy.
- 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, Clarion messaging of urgent information and the School newsletter.
- We will keep details of your address when your child leaves the School so we can send you information and find out how your child is progressing. We may also pass your details onto the alumni organisation which is called the Old Amesburian Society.

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.

The School has in place a Data Protection Team which consists of the Head, the Bursar and Head of IT. The team can be contacted by using the following email - FOI@amesburyschool.co.uk