



## Summary Privacy Notice for Parents <sup>1</sup>

### How We Use Your Information

*Note :*

This is a brief summary of our Privacy Notice for Parents. A printed copy of the full Privacy Notice is available on request via [headmaster@priorschool.net](mailto:headmaster@priorschool.net)

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<sup>1</sup> This notice applies to responsible parents and guardians of Priory School pupils and prospective pupils

## Priory School Edgbaston - Data Protection

- Priory School Edgbaston respects and values your privacy.
- As we have always done, we will make sure that
  - we process and store your data safely and securely
  - any business we work with will commit to the same standard of care

The new General Data Protection Regulation (GDPR) took effect on 25 May 2018. We will comply fully with the provisions and requirements of GDPR

This Privacy Notice is issued in accordance with GDPR

### 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 recommend reading the full printed version of our parent privacy notice which is available on request from the School via [headmaster@prioryschool.net](mailto:headmaster@prioryschool.net) . 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 have information about any family circumstances which could 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 may 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 school newsletters.
- We will keep details of your address when your child leaves the School so we can send you School publications and enquire how your child is progressing. We may also pass your details on to the School's alumni organisation (The Priory and HCS Alumni Network). Further information on the Alumni Network can be found on this website.

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, which can be obtained via [headmaster@priorschool.net](mailto:headmaster@priorschool.net)

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