

## **Chard School Privacy Notice for Parents**

**Data Controller:** Chard School (registered charity number 310219)



The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the DPA and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of its data subject groups.

The GDPR say that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

When your child joined the school and at points thereafter, you have provided us with personal information. The information we hold such as your name, postal address, email address, telephone numbers, name and address of your family doctor to mention but a few, have been provided to us pursuant to our agreement with you to educate your son[s] and/or daughter[s].

You will have been asked by many organisations to "update your preferences" in many forms in order that those organisations can continue to communicate with you. The information we hold is held and processed by us as Data Controller not so that we can communicate with you about a range of issues or products that you may be interested in, but rather because we have a "legitimate interest" for holding and processing this data as part of the contract between us relating to the education of your child[ren] without which we would not be able to fulfil our obligations to you whilst your child is a pupil with us.

The school will not share your data with any third party other than those with whom it is necessary to share it in order to educate and care properly for your child[ren]. These third parties currently comprise:

1. The trustee of Chard School and its directors;
2. Our caterers where your child[ren] has an allergy or food intolerance that you have told us about;
3. Any photographer that we engage to take photographs in and around the school and at school events. Photographs of your child[ren] will only be used where you have consented to the use of photographs of your child[ren] and only for the purposes you have consented to. For completeness we are attaching a revised form relating to our use of photographs of you and your children for you to consider and complete as you think fit.
4. Any IT contractor or software providers who assist us in the provision of relevant IT to the school and may include a third party provider of a cloud based IT system or hosting company.
5. Any senior school you may be considering for your child.

We are ensuring that these third parties have equalled the school's precautions and systems for dealing with personal data.

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Your data will not be stored outside of the EU.

Where your child is signed up to an international trip organised by the school, you will be contacted for your specific consent to any data processing or sharing with other third parties, the consent will be limited in time and content if it be required.

There are certain additional pieces of information we are required to tell you:

- We will only hold your data in accordance with our retention policy which can be viewed on our website.
- You can at any time request that we tell you what data we are holding that relates to you.
- 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 as opposed to data we need to hold and process in order to fulfil our contractual obligation to you to educate your child[ren].
- You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:
- There is no automated decision making or profiling involved in this data stream into and through the school.

In the boxes below we ask for your specific consent:

- to share your information as follows:
  - With the Old Cerdics;
  - The friends of Chard School;
- to contact you requesting your specific consent to share or use your information for any specific events or initiatives that we think might be of interest to you.

I/We [names]

Parent/Guardian

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of

[child][children]

acknowledge that I have received a copy of this privacy notice and confirm I/we have read it and understood it. I/We agree that you have a legitimate business interest in processing our personal data in relation to our contract with you relating to the education of our child[ren].

I/We consent to you:

- sharing the information for marketing or fundraising purposes: *Please tick*
  - With the Old Cerdics; ☐
  - The friends of Chard School; ☐
- using the information you hold to contact us should you wish to communicate with us about other issues or initiatives that you think might be of interest to us. ☐

**I acknowledge receipt of the privacy notice for parents and confirm I have read and understood it.**

Name.....

Signature.....

Date.....