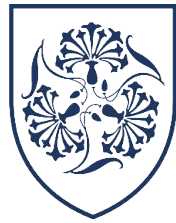


WARWICK INDEPENDENT SCHOOLS FOUNDATION



THE
KINGSLEY
SCHOOL

PRIVACY NOTICES KEY INFORMATION

Parent Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do 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 provided by the Admissions Team. You can also obtain a copy of the full privacy notice by contacting the School on admissions@thekingsleyschool.co.uk. 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 grounds 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 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 may 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 may keep details for your address when your child leaves the School so we can pass your details onto the alumni organisation. Further information on the alumni association can be found here: www.thekingsleyschool.co.uk/alumni.

In some situations, we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees while your child is at the School 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 Headteacher can give you more information.

The Headteacher is the person responsible at our school for managing how we look after personal information. The Headteacher can answer any questions that you may have about how we use your personal information.

Pupil Privacy Notice (for older pupils) - 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 how well you are doing at School and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is provided by the Admissions Team.

You can also obtain a copy of the full privacy notice by asking your parents to contact the School or by speaking to your form tutor. We are giving you this notice because you are mature enough to make decisions about your personal information.

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 grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

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

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- We may share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We may 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 may keep details of your address when you leave so we can pass your details onto the alumni organisation. Further information on the alumni association can be found here: www.thekingsleyschool.co.uk/alumni.

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 Headteacher can give you more information.

If you have any questions about how we use your personal information, please speak to your form tutor. Alternatively, you can speak to your parents who will talk to us on your behalf.

Pupil Privacy Notice (for parents of younger pupils) - Key Information

This notice contains the key information about how and why we collect your child's personal information and what we do that information.

Personal information is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at School and any information that we need to take care of your child. Photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is provided by the Admissions Team. You can also obtain a copy of the full privacy notice by contacting the School on admissions@thekingsleyschool.co.uk.

The full version includes additional points, such as:

- the rights your child has in their information including what decisions you can make about your child's information;
- for how long the School retains your child's personal information; and
- our legal grounds for using your child's personal information.

Our primary reason for using your child's personal information is to provide him with an education.

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

- Admissions forms give us lots of personal information about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective 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.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We may keep details of your child's address when they leave so we can pass their details onto the alumni organisation. Further information on the alumni association can be found here: www.thekingsleyschool.co.uk/alumni.

The Headteacher is the person responsible at our school for managing how we look after personal information. The Headteacher can answer any questions which you may have about how we use your child's personal information.