

Staines Preparatory School



Privacy Notice for Parents and Carers

September 2025

Contents

1. Introduction
2. The Personal Data We Hold
3. Why We Use This Data
4. Our Lawful Basis for Using This Data
5. Collecting This Data
6. How We Store This Data and Keep It Secure
7. Who We Share Data With
8. Your Rights
9. Complaints
- 10 Contact Us

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents and carers**.

We, Staines Preparatory School Trust, 3 Gresham Road, Staines upon Thames, TW18 2BT, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Lindsay Colfer (see 'Contact us' below).

2. The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details and financial information particularly with regard to the payment of school fees
- Financial and personal information in support of an application for a mean-tested bursary
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.

3. Why We Use This Data

We use the data listed above to:

- a) To support your child's learning and education
- b) Report to you on your child's attainment and progress
- c) Keep you informed about the running of the school (such as emergency closures) and events.
- d) To facilitate payments for school fees, other services and clubs
- e) To decide whether your child is eligible for a bursary or scholarship.
- f) Provide appropriate pastoral care.
- g) Protect pupil welfare.
- h) To ensure the school complies with the law and meets its legal obligations.
- i) Administer admissions waiting lists.
- j) Assess the quality of our services.
- k) Carry out research.

3.1 Use of your personal data for marketing purposes

Where you have given, us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our Lawful Basis for Using This Data

In relation to any processing activity, we will, before the processing starts for the first time, and then regularly while it continues, review the purposes of the particular processing activity, and select the most lawful basis (or bases) for that processing, i.e.:

- That you have consented to the processing.
- That the processing is necessary for the performance of a contract to which you are party to.
- That the processing is necessary for compliance with a legal obligation to which the school is subject.
- That the processing is necessary for the protection of your child's vital interests.
- That the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority; or
- That the processing is necessary for the purposes of legitimate interests of the school or a third party, except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which uses your child's information. Specifically, the School has a legitimate interest in:
 - Providing education services to your child
 - Safeguarding and promoting the welfare of your child.
 - Promoting the objects and interests of the school. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due.
 - Facilitating the efficient operation of the school, including communicating with parents as appropriate.
 - Ensuring that all relevant legal operations of the school are complied with; and
 - The legitimate interests of others e.g. another school will have a legitimate interest in knowing if you have not paid school fees due to the school.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing, as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

5. Collecting This Data

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Previous educational establishments
- Government departments or agencies
- Police forces, courts or tribunals

6. How We Store This Data and Keep It Secure

We keep personal information about your child while they are attending our school and for a period of seven years after they leave the school. If we have information about events that concern their safety and health, the law requires us to keep this for much longer.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

7. Who We Share Data With

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about your child with:

- Our local authority, Surrey County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- Educational Institutions that your child attends after leaving us.
- Government departments or agencies
- The Charity Commission
- Our regulator, the Independent Schools Inspectorate
- Suppliers and service providers:
 - Catering, Information Technology, Transportation & Trip providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

7.1 Transferring data internationally

We may use your information outside of the UK, but we will only do this in certain situations. For example, we may do this when your child or yourselves contact us from outside the UK, when the school makes arrangements for

trips and travel abroad, when we contact previous schools your child attended abroad, or when you access our portal abroad. We will take steps to protect your personal information when this happens and may also let you know about this when it takes place.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your Rights

8.1 How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing.
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected.
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing.
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose.
- In certain circumstances, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact Us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Our data protection officer is:

Mrs Lindsay Colfer, Bursar

Bursar@stainesprep.co.uk

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

Mr Andrew Merriman, IT Manager

a.merriman@stainesprep.co.uk