



# Crown House School

Bassetsbury Manor • Bassetsbury Lane • High Wycombe • Buckinghamshire • HP11 1QX

## DATA PROTECTION REGULATIONS

### Privacy Notice – Parents and Prospective Parents

*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 Data Protection Act (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 the data subject groups.

The GDPR say that the information provided to data subjects about how Crown House 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.

These requirements are about ensuring that privacy information is clear and understandable for data subjects. This privacy notice deals with the overall privacy responsibilities of the school but includes a particular notice that applies to parents (or carers) of children at Crown House School or applying to join Crown House School

The notice deals with two sources of data, that obtained directly from the subject and, data not obtained directly from the subject.

**HEADTEACHER:** Mrs Sarah Hobby MA PGCE

**Telephone:** 01494 529927 **Email:** [office@crownhouseschool.co.uk](mailto:office@crownhouseschool.co.uk) **Web:** [www.crownhouseschool.co.uk](http://www.crownhouseschool.co.uk)

## Privacy Notice

### Parents (or Guardians) of Children at, or applying to join Crown House School.

This Notice should be read in conjunction with the introductory paragraphs in the covering document.

This Privacy Notice will be provided to you at the time your data is being obtained, or prior to the introduction of GDPR in the case of current parents, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining Crown House School and Crown House School will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

When registering an interest at Crown House School we do ask you to advise us of your occupation as an optional field on the registration form. This information is asked as we believe it assists when communicating with parents at relevant times, aids pastoral care and for possible assistance with Careers support.

The School will share your data with Chatsworth Schools and the following companies who have contracts with the School and who have equalled the school's precautions and systems for dealing with data, these are:

- Catering contractor
- Photographers and School year book publishers
- Healthcare service providers
- IT contractors
- IT software providers
- Department for Education (DfE), including their executive agencies
- Independent Schools Inspectorate
- Outdoor education centres and travel operators
- Careers advice services
- Health and Safety Executive

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- Local Authority
- Insurance Company
- Educational establishment your child transfers to

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the School organises, should this be envisaged for your child, you will be contacted for your consent, the consent will be limited in time and content if it is required.

The retention period for most pupil data will be until the pupil reaches the age of 25. The School will maintain a permanent record of pupils which attend Crown House School along with their examination results and notable achievements.

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.

You can complain at any time about how Crown House School has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113.

We will obtain the data Crown House School requires from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly admit your child to Crown House School and to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through.

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