



## **How We Use Your Information Privacy Notice for Parents/Carers (summary)**

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**Grafham Grange School**

March 2018

## Parent Privacy Notice

### 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.

Grafham Grange School is part of Orchard Hill College Trust (the **Trust**). The Trust operates the School and is ultimately responsible for how the School handles your personal 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 published on the School's website and can be found here at <http://grafham-grange.co.uk/> You can also obtain a copy of the full privacy notice by contacting Orchard Hill College Academy Trust on Tel No. 0345 402 4053, by emailing [data.protection@ohcat.org](mailto:data.protection@ohcat.org), or by post to Orchard Hill College & Academy Trust, Quadrant House, 8<sup>th</sup> Floor, The Quadrant, Sutton, London SM2 5AS. 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 will have information about any family circumstances which might affect your child's welfare or happiness.
- 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, carers 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 the newsletter.
- We will keep details of your address when your child leaves the School so we can send you our 'Include' magazine and to find out how your child is progressing

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, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- 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 Orchard Hill College Academy Trust (OHCAT) Data Protection Officer or Grafham Grange Data Protection Administrator can give you more information.

The OHCAT Data Protection Officer / Grafham Grange Data Protection Administrator can answer any questions which you may have about how we use your personal information. The OHCAT Data Protection Officer can be contacted by emailing [data.protection@ohcat.org](mailto:data.protection@ohcat.org), by telephone on 0345 402 0453, or by post to Orchard Hill College & Academy Trust, Quadrant House, 8<sup>th</sup> Floor, The Quadrant, London SM2 5AS. Grafham Grange Data Protection Administrator can be contacted by emailing [DPM@grafham-grange.co.uk](mailto:DPM@grafham-grange.co.uk), by telephone on 01483 892214, or by post to Grafham Grange School, Bramley, Guildford, Surrey, GU5 0LH.

The Data Protection Officer monitors and advises on the School's data protection compliance.