

KRISHNAMURTI FOUNDATION TRUST

BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL Inc. EYFS

Privacy Notice for Parents of children at the school, or applying to join the school

Krishnamurti Foundation Trust Ltd is the legal entity and is the "data controller". There are four departments in the Trust and we have put in place structures in place in each department to upload the data subject's right for each department. Only information related to support functions shared. This policy is for Brockwood Park School and Inwoods Small School (School).

This policy is reviewed annually and recognises that in May 2018 the new EU General Data Protection Regulations (GDPR) and Data Protection Act 2018 came into effect. Although the principles of the new legislation remain broadly the same as current arrangements the importance of how organisations manage data protection is emphasised and recognised by the school.

The purpose of this Privacy Notice is to help you understand what personal information is, how and why we collect and process your personal information and our legal reason for doing so. It also explains your rights and the decision that you can make about your own information.

The Bursar is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

What is "personal information"?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information.

How and why does the school collect and use personal information?

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.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

As you will see, in some cases we rely on more than one of the basis for a particular use of your information. For example we will rely on contract, legitimate interests and public interest grounds when using your information to provide your child with an education. The ground that we will rely on for a particular purpose may vary depending on the circumstances. For example, if we decide to tell the local authority something about a parent for safeguarding

reasons, sometimes this will be because we have a legal obligation to do so but on other occasions we may tell the local authority because we are worried about the child even if we don't have a legal obligation to report something (in which case we would be relying on legitimate interests and public interests).

Legitimate interests: This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights override our legitimate interests. The School is relying on legitimate interests for all the examples and purposes listed above. Specifically, the School has a legitimate interest in:

- providing educational services to your child and to other children;
- safeguarding and promoting the welfare of your child, other children, our employees and volunteers;
- promoting the objects and interests of the School. This includes fundraising and using photographs of you at our school events in promotional material. 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; keeping the school buildings safe;
- using your information in connection with legal disputes. For example, if you or your child bring a claim against the School;
- protecting the School's reputation;
- facilitating the efficient operation of the School; and
- ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).

In addition your personal information may be processed for the legitimate interests of others. For example another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

Necessary for contract: We will need to use your information in order to perform our obligations under our contract with you and for you to perform your obligations as well. For example, we need your name and contact details so that we can keep you updated on your child's progress and so that we can contact you if there is a concern.

Legal obligation: Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests: In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Performance of a task carried out in the public interest (or carrying out public tasks): The following are examples of when we use your information to perform tasks in the public interest: providing your child with an education

- safeguarding and promoting your welfare, your child's welfare and the welfare of other children;
- facilitating the efficient operation of the School;
- ensuring that we comply with all of our legal obligations

We set out in the table below examples of the different ways in which we use personal information and the legal basis on which we collect and process this information.

Examples of different ways we use personal information	Legal basis
The School's primary reason for using your personal information is to provide educational services to your child.	Legitimate interests, necessary for contract, public interest
We will have information about any family circumstances which might affect your child's welfare or happiness. This is to help us provide appropriate care and support to your child.	Legitimate interests, necessary for contract, public interest
We will need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School.	Legitimate interests, necessary for contract, public interest
If there is a complaint or grievance made to the School which involves you then we will use your information in connection with that complaint or grievance.	Legitimate interests, public interest
We may take photographs or videos of your child 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.	Legitimate interests
We will keep your information in our database 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 (such as parents weekend and work party) and the School newsletter, ePost and Observer.	Legitimate interests
We will keep details of your address when your child leaves the School so we can send you the Observer and ePost and find out how your child is progressing.	Legitimate interests
We may use information about you if we need this for historical research purposes or for statistical purposes.	Legitimate interests
We may use your information when ensuring network and information security, for example, our anti-virus software might scan files containing information about you.	Legitimate interests
We will process financial information about you in relation to the payment of fees or in processing any application for bursary assistance if submitted.	Legitimate interests, necessary for contract
We will hold information about bankruptcy petitions and statutory demands, where relevant.	Legitimate interests
We may share your information with debt recovery suppliers if you do not pay any school fees owed to the School.	Legitimate interests
We may obtain information about you from publicly available sources, such as Companies House and Zoopla, to assess your ability to pay School fees.	Legitimate interests, necessary for contract

In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns or to comply with our legal obligations.	Legitimate interests, necessary for contract
On occasion, we may need to share your information with the police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations.	Legitimate interests, legal obligation, public interest
We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School.	Legitimate interests, legal obligation, public interest
In certain circumstances, we may also need to share information with our legal advisers for the purpose of obtaining legal advice.	Legitimate interests, legal obligation, public interest
Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly (e.g. our accountants). We will share your information with them if this is relevant to their work.	Legitimate interests, legal obligation, public interest
If your child is not of British nationality, we have to make sure that your child has the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.	Legitimate interests, necessary for contract, public interest
The School is a charity which means that in exceptional circumstances we may need to share your information with the Charity Commission e.g. in the event of a serious incident.	Legitimate interests, legal obligation, public interest
We may share information about you with our insurance company, for example, where there is a serious incident at the School.	Legitimate interests, legal obligation, public interest
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.	Legitimate interests
If your child leaves us to attend another school we may provide that school with information about you. For example, details of family circumstances if there have been any safeguarding incidents.	Legitimate interests
We may share information about you with others in your family, such as another parent or stepparent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees.	Legitimate interests, legal obligation
We may need to share information if there is an emergency, for example, if your child is hurt whilst on School premises.	Legitimate interests, public interest
We sometimes use contractors to handle personal information on our behalf. The following are examples: - IT consultants who might access information about you when checking the security of our IT network;	Legitimate interests, Vital Interest

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| <ul style="list-style-type: none">- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site. | |
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Special Category of Personal Information

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or gender orientation.

- **Substantial public interest:** The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above.
- **Social protection and social security laws:** Also the School may use your information to comply with social protection law (e.g. to look after your child) and social security laws.
- **Vital interests:** In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).
- **Legal claims:** We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

Criminal offence information

We may only use information relating to criminal convictions and offences where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations. Less commonly, we may use information relating to criminal convictions and offences where it is necessary in relation to legal claims, where it is necessary to protect our pupils and you are not capable of giving your consent, or where you have already made the information public.

Consent

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the grounds in the table above. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Bursar if you would like to withdraw any consent given.

Sending information to other countries

In certain circumstances, we may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may store your information on cloud computer storage based overseas.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Bursar.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes.

Please see our Information and Records Retention Policy for more detailed information. This can be found on our website in the policies section for each school.

What decisions can you make about your information?

From 25 May 2018, data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Some of your rights are as follows:

Rectification: if information is incorrect you can ask us to correct it;

- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal grounds for using your information below"); and (c) the information is being processed by us on computer.
- **Restriction:** our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;

- **Object:** you may object to us using your information where: (a) we are using it for direct marketing purposes (e.g. to send you the School newsletters); (b) the legal ground on which we are relying is either legitimate interests or performance of a task carried out in the public interest, (c) we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your child at a School event for historical reasons. The Bursar can give you more information about your data protection rights.

Further information and guidance

This notice is to explain how we use your personal information. The Bursar can answer any questions which you may have. This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional contractual rights. Please speak to the Bursar if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered into with you. We may also be prevented from complying with our legal obligations (such as to ensure the welfare of your child and their classmates).

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - ico.org.uk.