

# Data Protection at Ashbourne Parents/Guardians Privacy Notification

This privacy notice explains how Ashbourne Independent School collects, uses and shares your personal data, and your rights in relation to the personal data we hold. For further information, please refer to our website for the Data Protection Policy: <https://www.ashbournecollege.co.uk/college-policy/data-protection-policy/>

We collect and process personal data relating to you as the parent/guardian of an Ashbourne College student. This is for contractual purposes and/or to enable the payment of fees.

## **The types of information we collect**

We may collect the following types of personal data about you:

- your name and contact information.
- information about your family or personal circumstances
- sensitive personal data, such as gender, ethnic group
- minutes of meetings.
- notes and email exchanges relating to your child (our student). –For example, disciplinary issues, enquiries, academic reports, updates etc.
- financial information, such as banking details.

## **How we use information about our parents/guardians**

The purposes for which we may use personal data (including sensitive personal data) we collect during your association with us include:

- recruitment and admissions of your child.
- contractual purposes.
- enable payment of fees.

### **Marketing and Promotional purposes**

As your child is a student of the college, Ashbourne may contact you via telephone, email, and post for marketing purposes.

Ashbourne has always and will always treat personal data with care and respect. It has never and will never use personal data for commercial purposes other than to promote its own courses and alumni network.

### **The basis for processing your information and how we use it**

We may process your personal data because it is necessary for the following reasons:

- to perform our educational contractual duties.
- to comply with our legal obligations, necessary for medical reasons or protect another person's vital interests. For example, contacting a hospital in the case of a medical emergency, welfare officers regarding your child and providing them with your information.

### **Sharing information with others**

In general, we do not share information with third parties unless legally required to do so. You are given the opportunity to opt out of some of these data sharing arrangements, for example when you register with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients. For example, debt collection agencies in relation non payment of fees.

### **How long your information is kept**

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your child's association with us has come to an end. However, some information may be retained indefinitely by us in order to maintain your child's academic record for archiving purposes.

### **Your rights**

Under the DPA you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.

Once the GDPR comes into force in May 2018, you may also have the following additional rights:

- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities ;
- to receive from us the personal data we hold about you which you have provided to us;

- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have signed the attached declaration, you have given us consent to process data. Should you wish to withdraw it, please contact our Lead Data Protection and Policy Officer using the contact details set out below.

### **Contact us**

If you have any queries about this privacy notice or how we process your personal data, you can contact our Lead Data Protection Officer and Policy (Sahib Marwaha) by meeting, email ([sahib@ashbournecollege.co.uk](mailto:sahib@ashbournecollege.co.uk))

To request access to the personal data that we hold about you, you may contact our Lead Compliance and Policy Officer by email as above or by post.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: [www.ico.org.uk](http://www.ico.org.uk).