

Parent/Guardian Privacy Notice

This Privacy Notice explains how Ashbourne College collects, uses and shares personal data and sets out parent/guardian rights in relation to the personal data the College holds.

Information collected

The College may collect the following types of personal data:

- personal identifiers such as name and contact information;
- sensitive information such as gender, ethnicity and first language;
- information about family or personal circumstances;
- minutes of meetings, notes and email exchanges including regarding disciplinary issues;
- financial information, such as banking details.

Why and how the College uses information:

- recruitment and admissions purposes;
- to support learning, provision of information and for administrative purposes (e.g. student registration, reports, attendance, managing progress, student behaviour etc);
- to keep students safe;
- to ensure compliance with Department for Education regulations and UK legislation.

Promotional purposes

The College 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 College may process personal data based on the following grounds:

- to perform 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 student medical emergency, children's social care, etc.

Sharing information with others

In general, the College does not share information with third parties unless legally required to do so. Parents/Guardians are given the opportunity to opt out of some of these data sharing arrangements, for example when they register with the College, but they should carefully consider the possible impact of doing this. Unless an opt-out is in place, the College may disclose limited personal data to a variety of recipients, for example, the Department of Education and the Local Authority as appropriate, or debt collection agencies in relation to non-payment of fees.

How long information is kept

Subject to any other notices that the College may provide, it may retain personal data for a period of six years after the student's association with the College has come to an end. However, some information may be retained indefinitely by the College for archiving purposes.

Data protection law permits parents/guardians the right to:

- obtain access to, and copies of, the personal data that the College holds about them;
- require the College cease processing their personal data if the processing is causing them damage or distress;
- require the College not to send them marketing communications;
- require the College to make corrections to personal data held if it is incorrect;
- require the College to erase their personal data;
- require the College to restrict data processing activities (and, where this processing is based on the staff's previous consent, they may withdraw that consent, without affecting the lawfulness of the processing based on consent before its withdrawal);
- receive from the College the personal data held about them which they have provided to the College, in a reasonable format specified by them, including for the purpose of transmitting that personal data to another data controller;
- object, on grounds relating to their particular situation, to any of the College's particular processing activities where they feel this has a disproportionate impact on their rights.

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

If parents/guardians have signed the attached declaration, they consent to the College processing their data. Should they wish to withdraw consent, they should contact the Compliance Officer.

Contact the College

If parents/guardians have any queries about this privacy notice or require more information about how the College stores and uses personal data please contact the Compliance Officer. Further details can also be found in the [Data Protection Policy](#).

Requests to access personal data held by the College may be made in writing, either by email or letter, to the Compliance Officer:

Mike Kirby
Ashbourne College
17 Old Court Place,
Kensington,
London, W8 4PL
mike.kirby@ashbournecollege.co.uk

If parents/guardians are not satisfied with how the College is processing their personal data, they can make a complaint to the Information Commissioner.

More information about data protection legislation can be found on the Information Commissioner's Office website: www.ico.org.uk.

Parent/Guardian Data Protection Declaration

Please read this Parent/Guardian Privacy Notice before signing this declaration.

Declaration

I, [Print name and surname]

_____,

confirm that I have read and understand the Parent/Guardian Privacy Notice.

Signature _____

Date _____