



**Beachborough School Trust
Limited**

Privacy Notice for Parents (Summary)

Independent Day and Boarding Schools for Boys and Girls

Beachborough School Trust

Reviewed: January 2025

Review Due Date: January 2026

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.

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. You can also obtain a copy by contacting the Bursar on bursar@beachborough.com. 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 will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take photographs or videos of you at School events to use in School publications, 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.
- 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 School newsletters.

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, the Independent Schools Inspectorate, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- 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.
- On occasion, we may need to share information with the police, the Home Office, our legal advisors and our insurers. Policy Reviewed: September 2024 Policy Review Date: June 2025
Policy Owner: Group Director of ICT

- We will keep details of your address when your child leaves the School, so we can send you the Beachburian and find out how your child is progressing. We may also use your details to inform you and your child of alumni news and events.

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 parent privacy notice.

The Bursar is the person responsible at the School for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use your personal information.

If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. The ICO does recommend you seek to resolve any issues with the School initially prior to any referral.

Updated and Reviewed January 2025