



Castle Hill

Parent Privacy Notice Key Information

May 2018



Parent Privacy Notice

Key Information (Summary version)

This notice contains the key information about how and why we collect your personal information and what we do with that information.

The Trust is ultimately responsible for how the Trust school's handle 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 each school's website. You can also obtain a copy of the full privacy notice by contacting the School. 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.

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.

School Data Protection Lead can answer any questions which you may have about how we use your personal information.

The School Data Protection Officer, Satswana, can be contacted by www.satswana.com or by telephone Tel: 01252 516898. The Data Protection Officer monitors and advises on the School's data protection compliance.



Castle Hill

Dryden Road, Ipswich, Suffolk, IP1 6QD
Email: admin@castlehillinfants.org.uk
Telephone: 01473 741929