



## **Copthill School Privacy Notice**

**For parents of children at the school, or applying to join.**

Copthill School continues to undertake the processing of data, fairly and lawfully, in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

The school requests information when pupils join the school and therefore has a “legitimate interest” for the processing of basic personal data and sensitive personal data about you and your children. The data the school holds will be the minimum amount it requires, and for the minimum time period required, to form and maintain the contract between you and the school. Everyone who handles data within the school understands their responsibility for good data protection practice.

The school will share your data with the legitimate companies who have contracts with the school and who have equalled the school’s precautions for handling data. e.g Local Authorities, Caterers, Photographers, IT contractors/software providers and Health Services.

It is not necessary for your data to be shared with other countries. The exception to this could be an overseas trip that the school organises, but within the European Economic Area.

The retention period for pupil/parent data varies but the school follows the guidelines produced by the Information and Records Management Society. Electronic or physical data, when out of the retention period, is securely deleted or destroyed.

You have the right to withdraw your consent to data processing at any time, however each time you make the request this can only apply to a particular section of data with each of the requests. A “blanket” consent of withdrawal from all data handling or processing is not possible.

If you request any data that the school holds on you, should we need data from other sources then we will contact you within 30 days of receiving the request.

You can complain at any time about how the school may have handled your data by contacting the Information Commissioner as follows:

ICO helpline is 0303 123 1113