



Privacy Notice for Sunninghill Prep School

Sunninghill Prep School respects the right to privacy of every individual who visits our site. This privacy policy explains how we will use your information when you contact us. The use of all further personal information we collect about you, and your rights to access and correct the personal information we hold about you can be found here: <https://sunninghillprep.co.uk/wp-content/uploads/2018/05/Privacy-Policy-for-parents-2018.pdf>

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to deal with the initial contact between you and the school at this time. Should you wish to join the school further data will be processed and a further privacy policy will apply to both your data and your child’s data. You can view a copy of these privacy policies here <https://sunninghillprep.co.uk/wp-content/uploads/2018/05/Privacy-Policy-for-parents-2018.pdf>

The school will share your data with the following companies who have contracts with the school and who have equalled the school’s precautions and systems for dealing with data, these are:

- IT Contractor
- IT software provider
- Photographer

Your data may also be shared with the PTFA to allow your involvement in PTFA activities and events.

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises, should this be envisaged for your child, you will be contacted for your consent.

The retention period for pupil data will be until the pupil reaches the age of 25, and / or be modified by any other legal obligation the school finds itself under.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data; the Information Commissioner is available on ICO helpline is 0303 123 1113 or www.ico.org.uk.

We see the provision of personal data as necessary to properly admit you child to the school and to administer, and for the school to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the school.