



Privacy notice for parents - key information

Version control

Owner	Data Protection Lead
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This privacy notice contains the key information about **how** and **why** we collect your personal data and **what** we do with that information. Personal data is information which is about you and from which you can be identified (either directly or indirectly). For example, information about your family circumstances, your financial information and images 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 of the full privacy notice by contacting the School by email at dataprotectionlead@cranleigh.org or by post to Cranleigh School, Horseshoe Lane, Cranleigh, Surrey GU6 8QQ.

The full version includes additional points, such as:

- Further information on the purposes for which we use your information;
- For how long the School retains your personal data; and
- Our lawful bases for using your personal data.

In summary, we use your information in order to:

- Fulfil our obligations and enforce our rights under the contract with you;
- Teach your child and other pupils;
- Look after your child and others, including other pupils and staff;
- Enable the School to comply with its legal obligations, support the management and operation of the School, and to advance and protect the School's interests, objectives and reputation; and
- Fundraise, market and promote the School, for example, by contacting you about fundraising for a new school project.

We set out below examples of how we may use your personal data and where that personal data comes from:

- We obtain information about you from admissions forms and from your child's previous school(s) and/or nurseries. We may also receive 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 information about you in relation to the payment of fees and for risk management and compliance purposes. In some cases, we receive information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take images (including video recordings) of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do and to promote the School. We will check that you are happy for us to do this. We may continue to use these images after your child has left the School.
- We will send you information to keep you updated on school activities, for example, details of events, including fundraising, and the school newsletter.
- We will keep your address details after your child leaves the School to keep you informed about school events and activities and to follow your child's progress. We may also pass your details onto the alumni organisation which is called the Old Cranleighan Society. Further information about the alumni association can be found [here](#)

<https://www.ocsociety.org/>

In some situations, we may need to share your information with third parties, for example:

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees 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 or other law enforcement authorities, our legal advisors and our insurers; and
- If your child has an Educational Guardian, we may need to share information with them and/or with any homestay appointed to provide accommodation.

Data protection legislation gives you a number of rights regarding your information. You have the right to:

- Correction of information held;
- Access information held;
- Deletion of information (in certain circumstances);
- 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).
- Right to Complain to the ICO
- Right to withdraw consent

These rights are explained in more detail in the Privacy Notice, and the Data Protection Lead can provide you with any further information you may require. These rights do not apply in all cases and may be subject to exemptions. dataprotectionlead@cranleigh.org

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