

## Privacy Notices – Parents of Pupils, Current & Prospective

### Who we are

“We” means The Princethorpe Foundation, including Princethorpe College, Crackley Hall School, Little Crackers Nursery and the Crescent School.

For the purposes of Data Protection legislation, The Princethorpe Foundation is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Foundation is:

The Princethorpe Foundation, Princethorpe College, Princethorpe, Rugby, Warwickshire CV23 9PX.

The Compliance Officer for the Foundation is Mr Eddie Tolcher, Foundation Bursar. You can speak to him in school or you can leave a letter at reception or send one by post or email him at [eddietolcher@princethorpe.co.uk](mailto:eddietolcher@princethorpe.co.uk)

In this policy, ‘we’ and ‘us’ means the Foundation.

### How we use your information

We process personal data relating to parents of pupils and parents of prospective pupils at our schools. This is for contractual and operational purposes to assist in the running of the schools and communicating with the school community.

This personal data includes identifiers such as names and contact information, financial, banking and payment information, family, career and social circumstances & whether you are a past pupil of the Foundation. We may also keep a record of our conversations & meetings with you. We will keep details of any donations made to the Foundation including your tax status and Gift Aid declaration information. It may also include sensitive personal data such as ethnic group, medical information and religious beliefs (if you choose to supply this information to us).

The above information is provided by you to us prior to, at the point of entry and during the course of your child’s time in the school.

Collecting and using your information in this way is lawful because:

- the processing is necessary for the performance of a legal obligation to which the Foundation is subject, for example our legal duty to safeguard pupils, and maintain financial records;
- the processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- the processing is necessary for the performance of our education function which is a function in the public interest;
- in the case of prospective parents, it is necessary to the admissions process;
- we have a legitimate interest in keeping in touch with you as a member of our community to organise events and to ask for your help as a volunteer or mentor and to support Foundation activities such as careers information provision, networking services and fundraising appeals and communications (by email, telephone, direct mail and/or personal meetings) and fundraising research

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the Foundation to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Where you have entered into a contract with a third party in respect of credit facilities for the payment of school fees we will provide them with information to enable them to provide the credit facility to you such as the amount of fees due.

The development office may hold data personal data that is provided by you during your transactions with us, namely:

- updates to your contact details;
- your spouse/partner's name;
- children's names, gender and year of birth;
- record of verbal or email conversations/meetings including personal interests and extracurricular activity;
- career highlights and other life achievements;
- dietary preferences;
- web activity whilst visiting our websites;
- your bank account number, name and sort code. At no point do we store payment card details if you donate, or pay for an event, using a payment card;
- where donations have been made, the gift amount, purpose, date and method of payment including cheque numbers or payment references;
- tax status and Gift Aid Declaration information.

The development office may hold personal data relating to your professional history. This data may have been freely provided by you or from social media, the internet or publicly available sources and internal and external research and other services, namely your current & previous employment details and work contact information, your photograph, your income band.

The development office may hold personal data estimating your estimated asset worth, income and potential capacity to make a gift, your philanthropic interests and gifts to other charitable organisations and create an internal classifications and ratings as a gift prospect.

### **How we share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data that we collect to:

- local authorities, normally Warwickshire Local Authority or the Local Authority where you live;
- the Department for Education (DfE).

If you require more information about how the DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We may also disclose your personal data to the following types of organisations:

- software companies that help us organise the school and the activities that we undertake;
- organisers of activities such as sporting or co-curricular events and school trips both in the United Kingdom and abroad;

- providers of services such as photography or film;
- media platforms;
- fundraising consultancies with which we work to aid our fundraising activities;
- other schools or educational establishments to which you propose to send your child of any outstanding fees;
- debt collection agencies where you do not pay any outstanding fees owed to the Foundation;
- insurance companies including insurance claims;
- providers of credit where you have entered into a contract with them in respect of credit facilities in respect of fees due to the Foundation;
- external service providers such as photography, film and PR advisors.

The information disclosed to these organisations does not normally include any sensitive personal information about you. Where any sensitive personal information is to be shared, the Foundation will ensure the processing is done securely and in accordance with data protection legislation. Such processing of sensitive data may be necessary for protecting the vital interests of the data subject or another person, for reasons of substantial public interest and/or the establishment, defence or exercise of legal claims.

We use CCTV on our sites to help provide a secure and safe environment. When you are on our sites your images will be captured by our CCTV cameras and stored securely on our recording servers for a limited period of time, which is up to 6 months, in case we need to review a previous incident.

In the event of an incident occurring we may be required to share CCTV images which may contain your identity, with third parties such as the police or an insurance provider.

We are unable to provide you with copies or access to images captured by CCTV if requested.

Our disclosures to third parties are lawful because one of the following reasons applies:

- the disclosure is necessary for the performance of a legal obligation to which the Foundation is subject, for example our legal duty to safeguard pupils;
- the disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- the disclosure is necessary for the performance of our education function, which is a function in the public interest;
- the disclosure is required for the performance of a contract to which a parent is party.

We do not normally transfer your information to a different country that is outside the European Economic Area. If this happens, we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information.

We may share personal data with third party organisations who carry out contracts on our behalf. We will only share personal data that is relevant and proportionate. Our partners are subject to contractual agreements that help to ensure compliance with Data Protection legislation. This sharing may happen in the following few circumstances:

- to maintain your contact details so that we can keep in touch by letter, email or telephone;
- to send you direct mailing relating to news, events, services or our fundraising appeals;
- to assess your ability to support us with a gift.

The information disclosed to these organisations does not include any sensitive personal information about you.

Our disclosures to third parties are lawful because they are in the legitimate interests of fulfilling the services we deliver to our community

### **How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it. We will remove your data within the first term of the Academic Year after your youngest child's 25th Birthday.

When your youngest child leaves school, you will automatically become a past parent of your school and a limited amount of your personal information will be kept to enable us to keep in touch with you. The Privacy Policy for Alumni & Friends of the Foundation including past parents can be found on our website.

### **Visitors to our websites and cookies**

When someone visits our websites we may collect standard internet log information and details of visitor behaviour patterns.

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs and preferences by gathering and remembering information about your likes and dislikes.

We use third-party cookies to collect information for analytics purposes and to improve your experience of the site. This information is collected anonymously and may be stored off-site. If you do not consent to the use of these cookies, you will need to disable them in your browser.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our web site in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better web site by enabling us to monitor which pages you find useful and which you do not. A cookie cannot give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but it is usually possible to modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

### **Links to other websites**

This Privacy Notice does not cover the links within [www.princethorpe.co.uk](http://www.princethorpe.co.uk) linking to other websites that are not controlled by the Foundation. We encourage you to read the privacy statements on the other websites you visit.

## Your rights

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- you can object to what we are doing with your information.

If you want to use your rights, for example, by requesting a copy of the information that we hold about you, please contact:

- Mr Eddie Tolcher, Foundation Bursar, The Princethorpe Foundation, Princethorpe College, Rugby, Warwickshire CV23 9PX, email [eddietolcher@princethorpe.co.uk](mailto:eddietolcher@princethorpe.co.uk)

More information about your rights is available in our Data Protection Policy. If you would like to receive a copy, please contact Mr Eddie Tolcher, Foundation Bursar at Princethorpe College or by email: [eddietolcher@princethorpe.co.uk](mailto:eddietolcher@princethorpe.co.uk).

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead (Mr Eddie Tolcher, Foundation Bursar) and if you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

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**Senior School**  
Princethorpe College  
Princethorpe  
Rugby CV23 9PX

Tel: 01926 634200  
e-mail: [post@princethorpe.co.uk](mailto:post@princethorpe.co.uk)

**Junior School**  
Crescent School  
Bilton, Rugby  
CV22 7QH

Tel: 01788 521595  
e-mail: [admin@crescentschool.co.uk](mailto:admin@crescentschool.co.uk)

**Junior School & Nursery**  
Crackley Hall & Little Crackers  
St Joseph's Park  
Kenilworth CV8 2FT

Tel: 01926 514444  
e-mail: [post@crackleyhall.co.uk](mailto:post@crackleyhall.co.uk)

