

How We Use Your Information

Privacy Notice for Parents – Short Notice

Christ the King School

April 2018

Parent Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that 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 the School's website and can be found here <http://www.christtheking-wilts.co.uk/policies/>. You can also obtain a copy of the full privacy notice by contacting the School on admin@christtheking.wilts.sch.uk, 01980 622039 or writing to Christ the King School, Earls Court Road, Amesbury, Salisbury, Wiltshire, SP1 7LX. 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.

pass your details onto the alumni organisation which is called [• name of alumni organisation]. Further information on the alumni association can be found here [• insert web link].]

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.

The School Business Manager can answer any questions which you may have about how we use your personal information. The School Business Manager can be contacted by email office@christtheking.wilts.sch.uk or by telephone 01980 622039.

The School Data Protection Officer can be contacted by dpo@romeroservices.co.uk or by telephone 01793 714227. The Data Protection Officer monitors and advises on the School's data protection compliance.