

Highfield and Brookham General Privacy Policy

Introduction

Highfield & Brookham respect the privacy of personal information and are committed to safeguarding any personal data you share with us. In addition to our specific privacy policies, this general notice applies to any personal data by Highfield School (Liphook) Ltd. The purpose of this notice is to help you understand how and why we collect personal data about you. It also explains the decisions that you can make about your information.

What is personal data?

Personal data is information that identifies you as an individual.

This includes your contact details and information about your time at the school or that we have obtained since you left. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal data.

How and why does the school collect personal data?

We obtain information about you from reply forms or through our website and information is also received directly from you. We may also receive information from other schools or employers. We store this data on our school database for a number of reasons including; to safeguard and promote the welfare of a child, to promote the objects and interests of the School, to facilitate the efficient operation of the School and/or to ensure that all relevant legal or contractual obligations of the School are complied with.

In specific situations, we use your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our school and which does not materially impact your rights, freedom or interests. Here are some examples:

- Sending you invitations to open days or events if you have enquired about admission to the school or participated in our outreach activities
- Providing you with information about other courses that we think you may be interested in such as our Summer School or Highreach Holiday
- Letting you know about other related vacancies if you previously applied for a job with us
- Keeping you informed of future holiday activities if you have previously attended or enquired about a course

Financial information

- We may process financial information about you and in some cases we get information about you from third parties.

Sharing personal data with third parties

- We do not exchange, lend, rent or sell personal data to third party organisations.
- The personal information you provide will not be disclosed to any unauthorised third parties.
- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate / 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 or our legal advisers.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.

What do we do with your personal data?

The Bursar is the person responsible at our school for managing how we look after personal data and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

We only retain your information for as long as we need to. The retention period depends on the type of information. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If information is incorrect, out of date, or incomplete you can ask us to correct it. You can also ask us to tell you what information we hold about you.
- You can ask us to stop communications to you at any time and we will do so.
- You may withdraw consent for specific processing of your data, such as photos for example, or ask for certain data to be erased.

Further information and guidance

If you have any questions please contact the School Bursar on email: bursar@highfieldschool.org.uk