

## Parent Privacy Notice - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do 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 will be published on the Queen's College (QC) and Queen's College Preparatory School's (QCPS) websites by 01 May 2018. You will also be able to obtain a copy of the full privacy notice by contacting either [queens@qcl.org.uk](mailto:queens@qcl.org.uk) or [info@qcps.org.uk](mailto:info@qcps.org.uk). 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 College retains your personal information and our legal grounds for using your personal information.

The College'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 may have information about any family circumstances which might affect your child's welfare or happiness.
- We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take photographs or videos of you at College events to use on social media and on the College website. This is to show prospective parents and pupils what we do here and to advertise the College. We may continue to use these photographs and videos after your child has left the College.
- We may send you information to keep you up to date with what is happening at the College. For example, by sending you information about events and activities taking place (including fundraising events) and the College newsletter.
- We may keep details of your address when your child leaves the College so we can send you details of Alumni events and find out how your child is progressing.

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 Colleges Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees while your child is at the College 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, our legal advisors and our insurers.

The Bursar is the person responsible at our school for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use your personal information.