

PRIVACY NOTICE: ENQUIRIES

Approved by the SLT 7 July 2022



Introduction

This summary is to help you understand how and why Windlesham House School ("the School") collects personal information and what the School does with that information when you enquire about a place at Windlesham House School for your child. If you have any questions about this notice, please contact the Admissions Department: admissions@windlesham.com

This summary is intended to provide information about how the School will use (or "process") personal information about prospective pupils ("pupils") and their parents, carers or guardians ("parents"). This information is provided in accordance with the rights of individuals under Data Protection Law to understand how your personal information is used. You are encouraged to read the full Privacy Notices for Parents and Pupils and understand the School's obligations to you. The School has also produced a pupil-friendly summary document of the privacy notice for pupils to read – available on request.

This summary applies when collecting information via the School's online enquiry form on the website, via email, telephone enquiries and/or any paper form. Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governing body members and service providers) are made aware of and should comply with the School's Privacy Notice and its data protection procedures.

What is "personal information"?

Personal information is information that the School collects about you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

Why does the School collect personal information?

The School's primary reason for using personal information is to provide education services and to respond to requests for information about joining the School. The School therefore has a legitimate interest for processing basic personal information and sensitive information. The School will hold the minimum that is required to form and maintain the contact between you and it.

The School may ask for your consent to use your information in certain ways. If the School asks for your consent to use your personal information in relation to an enquiry for a place at Windlesham House School you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Please contact the Admissions Department if you would like to withdraw any consent given:
admissions@windlesham.com

How long the School keeps personal information

The School will keep personal information securely. The table below gives an example:

Types of information	Retention period
Prospective pupils: Pupil name, current school and parent contact details	Enquiry Information - up to ONE year after point of entry has passed. Registration Form - up to ONE year after point of entry has passed. Application form and assessments result - up to ONE year after point of entry has passed. For those unsuccessful in obtaining a place at Windlesham House school, their records will be destroyed after one year, unless parental consent for us to retain them is provided. Successful applications are held until the pupil reaches 25 years of age.*

*Subject to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil.

If you have any queries about how the School's retention policy is applied, or wish to request that personal information that you no longer believe to be relevant is considered for erasure, please contact the Admissions Department.

A limited and reasonable amount of information will be kept for archiving purposes. For example, where you have requested the School no longer keep in touch with you, the School will need to keep a record of that fact in order to fulfil your wishes (called a "suppression record").

Consent

If the School are relying on your consent as a means to process personal information, you may withdraw that consent at any time. What decisions can you make about your information?

- If information is incorrect you can ask us to correct it;
- You can also ask what information we hold about you and be provided with a copy;
- You can ask us to delete the information that we hold about you in certain circumstances, for example, where we no longer need the information;
- The School use of information about you may be restricted in some cases, for example, if you tell us that the information is inaccurate, the School can only use it for limited purposes while the School checks its accuracy.
- There is no automated decision-making or profiling involved in your enquiry process.
- Queries and Complaints

The Bursar is the person responsible at Windlesham House School for managing how the School looks after personal information and deciding how it is shared. Like other organisations, the School needs to keep your information safe, up to date, only use it for what the School said it would, destroy it when the School no longer needs it and most importantly, treat the information it gets fairly.

Any comments or queries on this policy should be directed to the Bursar: eharris@windlesham.com

If you believe that we have not complied with this policy or acted otherwise than in accordance with Data Protection Law, you can make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

Related Policies

Data Protection Policy

Images and Videos Procedure

Retention of Documents Procedure

Subject Access Request Procedure

Online Safety Policy

Privacy notice for parents

Privacy notice for pupils