

# How We Use Your Information

## Privacy Notice for Parents - Key Information

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Ellesmere College

## 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 College's website and can be found here [www.ellesmere.com](http://www.ellesmere.com). You can also obtain a copy of the full privacy notice by contacting the College on [hmsecretary@ellesmere.com](mailto:hmsecretary@ellesmere.com) or by writing to HM Secretary, Ellesmere College, Ellesmere Shropshire SY12 9AB. 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 bases 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 will 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 will 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 will keep details of your address when your child leaves the College so we can send you The "Ellesmerian" and find out how your child is progressing. We may also pass your details onto the alumni organisation which is called the Ellesmerian Club. Further information on the alumni association can be found here [www.oclub.com](http://www.oclub.com)

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, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.

- If you have unpaid fees 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.

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice, and the Regulatory, Compliance Secretary can give you more information.

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