



How We Use Your Information Privacy Notice for Parents/Carers (summary)

Orchard Hill College

March 2018

Parent Privacy Notice

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.

Orchard Hill College is responsible for how the College handles your personal 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 website and can be found here at <https://www.bedelsfordCollege.org/> You can also obtain a copy of the full privacy notice by contacting the College on Tel No. 0345 402 4053, by emailing data.protection@ohcat.org, or by post to Orchard Hill College & Academy Trust, Quadrant House, 8th Floor, The Quadrant, Sutton, London SM2 5AS. 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 each Student.

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 admission and referral forms and from your child's previous College/college. 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 College events to use on social media and on the College website. This is to show prospective parents, carers and students 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 newsletter.
- We will keep details of your address when your child leaves the College so we can send you our 'Include' magazine and to 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 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.

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 Orchard Hill College Data Protection Officer or the Strategic Head of HR Organisational Development & HR can give you more information.

The Orchard Hill College Data Protection Officer / Strategic Head of Organisational Development & HR can answer any questions which you may have about how we use your personal information. The OHC Data Protection Officer can be contacted by emailing data.protection@ohcat.org, by telephone on 0345 402 0453, or by post to Orchard Hill College & Academy Trust, Quadrant House, 8th Floor, The Quadrant, London SM2 5AS. The Strategic Head of HR Organisational Development & HR can be contacted on 0345 402 0453, or by post at the address above.

The Data Protection Officer monitors and advises on the College's data protection compliance.