

Warwick Independent Schools Foundation



King's High School
Warwick Preparatory School



WARWICK
SCHOOL

PUPIL PRIVACY NOTICE (FOR PARENTS OF YOUNGER PUPILS) – 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 your child as an individual and relates to your child. For example, information about how well your child is doing at School, and any information that we need to take care of your child. Photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice, which is published on the School's website and can be found here: <https://www.kingshighwarwick.co.uk/page/?title=Policies&pid=16>.

You can also obtain a copy of the full privacy notice by contacting the School on: enquiries@kingshighwarwick.co.uk, or by telephoning the School Office on **01926 494485**.

The full version includes additional points, such as:

- the rights your child has in their information including what decisions you can make about your child's information;
- for how long the School retains your child's personal information; and
- our legal grounds for using your child's personal information.

Our primary reason for using your child's personal information is to provide her with an education.

We set out below examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We may keep details of your address when you leave so we can send you Old Girls' publications and find out how you are getting on. We may also pass your details onto the former pupils' organisation, which is called the Old Girls' Association (OGA). Further information on the OGA can be found here: <https://www.landorassociation.co.uk/>

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