



WORTH

PRIVACY NOTICE – PROSPECTIVE PUPILS AND PARENTS

1. WHAT THIS PRIVACY NOTICE IS FOR

This policy is intended to provide information about how Worth School will use or process personal data about prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents").

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Prospective parents and pupils are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.

This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

Anyone who works for, or acts on behalf of, the School, including staff, volunteers, governors and service providers, should also be aware of and comply with this Privacy Notice and the Worth School Data Protection Policy for staff, which also provides further information about how personal data about those individuals will be used.

When parents sign the acceptance form and their child begins at Worth School, they become subject to the Parent Terms and Conditions and Privacy Notice for current pupils and parents.

2. RESPONSIBILITY FOR DATA PROTECTION

Worth School, Turners Hill, Crawley, West Sussex, RH10 4SD is registered with the Information Commissioner under registration number Z8310569.

The designated Data Protection Lead is the School Bursar. The School Bursar has responsibility for compliance and will endeavour to ensure that all personal data is processed in compliance with this policy and the General Data Protection Regulations.

All request and enquiries regarding Data Protection should be sent to the School Bursar by email to accessdata@worth.org.uk.

3. WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

The School needs a wide range of personal data on prospective pupils and their parents in order to keep them informed about relevant events at the School, such as Open Days, and the recruitment process. In particular, we collect personal data to help us assess the suitability of a prospective pupil.

We will seek the consent of prospective pupils and parents to processing the data in the way we want to but if consent is withheld then it may not be possible for us to progress applications. Also some of the things we do with your data we are required to do in order to fulfil our legal rights, duties or obligations such as checking your entitlement to study in the UK.

The uses to which we will put your personal data include:

- To provide prospective parents information about Worth School, including information about the recruitment process, by email, post or letter.
- For the purposes of pupil selection, including to confirm the identity of prospective pupils and their parents;

- To receive information and references about prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended;
- To assess the suitability of a pupil for a scholarship or bursary;
- To comply with legislation and regulation, including the preparation of information for the Independent Schools Council and Department of Education;

4. TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

The personal data that the School may collect includes:

For the candidate

- names, addresses, date of birth, gender, nationality, religion, ethnicity,
- family details;
- previous schools academic, disciplinary, admissions and attendance records;
- information about special educational needs,
- information about health and welfare;
- references received by the School about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- admission test results and interview comments;
- Passport information and visa information, if required;
- Photograph; and
- Guardian/agent details

For parents

- Name, address, telephone numbers;
- Occupation;
- Marital status;
- Parental responsibly; and
- Income and wealth information if applying for a bursary.

As a School, we need to process special category data, such as that concerning health, ethnicity, religion, and criminal records information about some individuals. We do so in accordance with applicable law (including with respect to safeguarding) or by explicit consent.

5. HOW THE SCHOOL COLLECTS DATA

The School receives personal data from the individual directly, including, in the case of prospective pupils, from their parents. This may be via a form, or simply in the ordinary course of interaction or communication, such as email or telephone.

However, in some cases personal data will be supplied by third parties, for example another School, or other professionals or authorities working with that individual. We may also employ agents to validate income or wealth information if you apply for a bursary.

6. WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols, for the purposes that the data was provided. Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the School doctor and appropriate medical staff under his/her supervision, or otherwise in accordance with express consent;

- pastoral or safeguarding files; and
- financial information held within the finance team for the purpose of assessing a pupil's entitlement to a bursary.

The School operates an Awarding Committee which consists of the Head Master, School Bursar and Director of Admissions. This Committee decide on entitlement to scholarships and bursaries and will therefore have access to financial and academic performance information. Information on academic or similar performance will also be shared with the relevant head of department who advises the Awarding Committee on decisions to award scholarships.

The School may need to share personal information relating to its community with third parties, such as:

- government authorities (e.g. HMRC, DfE, police or the local authority); and
- appropriate regulatory bodies (e.g. [Independent Schools Inspectorate](#), [The Charity Commission](#) or [Information Commissioners Office](#)).

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

7. HOW LONG WE KEEP PERSONAL DATA

If either you, or the School, decide not to proceed with an application then we will hold data we have received for up to 18 months after the September to which you applied for entry. This is so we can keep you informed of opportunities should they arise.

If you do not want us to keep your data for this long then you can notify us when you tell us you, or we tell you we, do not wish to proceed with your application.

After this period, or on receipt of a notification, we will delete and destroy any data we hold on you.

8. YOUR RIGHTS

Individuals have various rights under Data Protection Law to access and understand personal data about them, these rights are:

- Right to be informed
We will be transparent about how we collect and process personal information and the purposes that we intent to use it for
- Right of access
You have a right to access the data we hold on you
- Right of rectification
You can ask use to correct information that you believe is incorrect
- Right to erasure
In certain cases, you can ask to be forgotten
- Right to restriction of processing
In certain cases, you can ask us to request that we stop processing your data
- Right to data portability
We will make your information available to export for your personal use
- Right to object

You can object to us using your data in certain circumstances, and an absolute right to stop data being used for direct marketing.

- Rights regarding automated decision making

9. SUBJECT ACCESS REQUESTS

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the School Bursar, accessData@worth.org.uk.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within one month.

10. RIGHTS OF CHILDREN

Children have the same rights as adults to control the way their data is used so long as they have sufficient maturity.

The School will generally assume that a child over the age of 13 has this maturity whereas a child under the age of 13 does not. However, the Head Master will judge whether this is correct in individual cases especially in the event of an unusual request or a conflict between the desire of a child and the desire of their parents.

10. DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Admissions Department, admissions@worth.org.uk, of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data, of who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

11. THIS POLICY

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

12. QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the School Bursar, accessData@worth.org.uk.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School complaints procedure and should also notify the School Bursar, accessData@worth.org.uk. You can also 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.

May 2018