

PRIVACY NOTICE TO APPLICANTS

Thames Christian School is a Data Controller for the purposes of the General Data Protection Regulations 2018 which means that we are responsible for personal data which we hold. A copy of the School's Data Protection Policy is available from the School Office and accessible on the School's Website.

This Privacy Notice Tells You

- **Who we are** Thames Christian School, Wye Street, London SW11 2HB (the School)
- **The name and contact of our Data Protection Compliance Manager** Tamara Topovic, email dpcm@thameschristianschool.org.uk tel. 020 7228 3933
- **What we do with your data – how and why we collect, store, use and share your personal data and who we share it with. Using data is called “processing”.**
- **Your rights in relation to your data and how to raise an issue or complaint**

The categories of information that we may collect, hold and share include:

- Your name, telephone number, address and email address
- Assessment results
- Educational reports
- Your personal characteristics
- Any special educational needs that you have
- Relevant medical information including mental health and safeguarding records
- Information about family circumstances
- Your financial details if you have applied for a bursary

This Personal Data is required from you to enable us to process your application to enrol your child. If you do not provide the Personal Data that we ask for, it may delay or prevent us from processing your application.

WHAT WE DO WITH YOUR DATA

How is your Personal Data collected?

We collect most of this information from you directly. However, we may also collect information directly from a third party with your consent or with your awareness, such as from a previous school that your child has attended.

How and why do we use your Personal Data?

Under data protection law, we can only use your Personal Data if we have a proper reason for doing so, for example at least one of the following:

- To comply with our legal and regulatory obligations;
- For our legitimate interests or those of a third party;
- If you have given consent.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

The table below explains what we use your Personal Data for and our reasons for doing so:

What we use your personal data for	Our reasons
To provide you with information about the school and about school related events	For our legitimate interests or those of a third party
To provide you with information about products and services that we think would be of benefit to you or to your child	For our legitimate interests or those of a third party
To make a decision about your child's application including the School's ability to meet your child's educational needs.	To comply with our legal and regulatory obligations; For our legitimate interests or those of a third party

To assess the level of bursary you might be entitled to.	For our legitimate interests.
To demonstrate compliance with our Charitable Objectives	To comply with our legal and regulatory obligations; For our legitimate interests.

Email Bulletins

The School routinely sends emails to prospective parents and carers:

- Informing them about school news, events and matters which we believe will help you make the right choice of school for your child;

We will always treat your data with the utmost respect and never share it with other organisations for marketing purposes.

You have the right to opt out of receiving Promotional Communications at any time by:

- Writing to us at Thames Christian School, Wye Street, London, SW11 2HB
- Contacting the School Office by email info@thameschristianschool.org.uk
- You may unsubscribe from the enews list at any time

Special Category Data

We will only process special category personal data (sensitive personal information relating to ethnicity, health for example) with consent and authorisation.

Who do we share your Personal Data with?

We will not give information about a prospective pupil to anyone outside the school without consent unless we are required to so by law. We will only allow our service providers to handle your data if we are satisfied they take appropriate measures to protect your data. We also impose contractual obligations on service providers to ensure they can only use your personal data to provide services to us and to you and your child.

Where is your Personal Data held?

Your Personal Data may be held in our School building and those of our third-party agencies, service providers and agents (see 'Who do we share your Personal Data with?'). We use cloud-based systems including google to store data. Some of these third parties may be based outside the European Economic Area but we ensure measures are taken to safeguard your Personal Data outside the EEA.

How long will we keep your Personal Data?

We will keep your Personal Data in accordance with our Retention Policy a copy of which is available from the School Office.

YOUR RIGHTS

What rights do I have?

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the School's Data Protection Compliance Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means (we currently do not do this)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you would like to exercise your rights, please email, call or write to our Data Protection Compliance Manager giving us enough information to identify you and let us know which right you would like to exercise and which data the request relates to.

We hope that we can resolve any query or concern that you may raise about your information. If you have a concern or a complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. We will respond promptly and provide you with an estimated timeframe for investigating the concern or complaint. You will be notified in writing of the outcome of the investigation and any actions taken if your complaint has been upheld. If your complaint has been rejected you may appeal to the Head within 14 days of being informed of the outcome

The General Data Protection Regulations also give you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live, or what any

alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone 0303 123 1113.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the School's Data Protection Compliance Manager.