

School

TRANSPARENCY NOTICE FOR PUPIL APPLICANTS

Policy Custodian: Senior Master

Approving Body

Data will be processed for the purposes of responding to requests for information about applying to and joining the School

basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School will use process personal pupil data about individuals for a number of purposes as part of operations, including as follows:

- names, dates of birth, addresses, telephone numbers, e-mail addresses, other contact details and nationality;
- right of residency to live and study in this country;
- bank details and other financial information, e.g. about parents who pay application fees to the School;
- where appropriate, information about individuals' health, and contact details for their next of kin;
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A person with parental responsibility will generally be expected to make a subject access request on behalf of younger pupils. A pupil of any age may ask a parent or other representative to make a subject access request on his behalf.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the Act, they should utilise the School complaints procedure and should also notify the Senior Master. An individual can also make a referral to or lodge a complaint with the Information

(01626) 545 700. However, the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

The School will update this Transparency Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable. Further details on personal data protection can be obtained in the School

Senior Master