

How We Use Your Information

Privacy Notice for Parents and Guardians

Parent Privacy Notice - Key Information

This notice contains the key information about **how** and **why** **London Park Schools** collects your personal data and **what** we do with that information.

Personal data is information which is about you and from which you can be identified. 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 website:

- www.londonparkschools.com

You can also obtain a copy of the full privacy notice by contacting the relevant school site:

- Office.clapham@londonparkschools.com (LPS Clapham)
- Office.mayfair@londonparkschools.com (LPS Mayfair / Hybrid @ LPS Mayfair)
- Office.sixth@londonparkschools.com (LPS Sixth / Hybrid @ LPS Sixth)

or by writing to or calling the relevant site:

LPS Clapham

7-11 Nightingale Lane
London
SW4 9AH
020 8161 0305

LPS Sixth

79 Eccleston Square
London
SW1V 1PP
020 7491 7393

LPS Mayfair / LPS Hybrid

106 Piccadilly
London
W1J 7NL
020 7491 7393

The full version includes additional points, such as:

- further information on the purposes for which we use your information;
- for how long the School retains your personal data; and
- our lawful bases for using your personal data.

We use your information in order to:

- Carry out our obligations and enforce our rights under our contract with you;
- Teach your child and our other students;
- Look after your child and others such as other students;

- Enable the School to comply with its legal obligations, to assist the School regarding the management and operation of the School and to advance and protect the School's interests, objects, and reputation; and
- Fundraise, market, and promote the School. For example, by using photographs in the School prospectus, on the School's website or in social media.

We set out below examples of the different ways in which we use your personal data and where that personal data comes from:

- We obtain information about you from admissions forms and from your child's previous school. 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 will process financial information about you in relation to the payment of fees. In some cases, we get information about you from third parties such as credit reference agencies or from your child's previous school(s).
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and students 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.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We will keep details of your address when your child leaves the School so we can keep you updated about what is happening at the School, to tell you about events and activities and find out how your child is progressing. We may also pass your details onto an alumni organisation if and when this is set up.
- 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, the Independent Schools Inspectorate, Ofsted, and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees, we may share information about this with other schools or educational establishments to which you intend to send your child.
- On occasion, we may need to share information with the police, our legal advisors, and our insurers.

- To other members of the Dukes Education Group of companies, of which the school forms a part.
- If your child has an Educational Guardian, we may need to share information with them and/or with any homestay appointed to provide accommodation.

You have the following rights regarding your personal data:

- correction 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 school's compliance and data lead can give you more information.

The **compliance and data lead** is the person responsible at our school for managing how we look after personal data. They can answer any questions which you may have about how we use your personal data. You may contact them via the school addresses above.