



How We Use Your Information

Privacy Notice for Parents/Carers (summary)

Orchard Hill College

November 2020

Parent Privacy Notice

Parent Privacy Notice - 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 you and relates to you. 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 College website. You can also obtain a copy of the full privacy notice by contacting the College on Tel No. 0345 402 4053, by emailing data.protection@ohcat.org.

The full version includes additional points, such as:

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

We use your information in order to:

- Teach your child and our other students;
- Look after your child and others such as other students;
- Enable us to comply with our legal obligations, to assist us regarding the management and operation of the college and to advance and protect the our interests, objects and reputation; and
- Promote and fundraise what we do. For example, by using photographs in our prospectus, on our website or in social media.

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

- We obtain information about you from referral forms, student assessments, from admission forms and from the young person's previous School/College and/or Day Care Centre. We may also get information from professionals such as doctors, from local authorities and from third party professional organisations who may be involved in the care and well-being of the student such as care managers and key workers
- We will have information about any family circumstances which might affect the student's welfare or happiness.
- We will process financial information about you in relation to payments e.g. for tickets to events and for College activities.

- We may take photographs or videos of you at College events to use on social media and on the College website. This is to show prospective parents, carers and students what we do here and to advertise the College. We may continue to use these photographs and videos after the young person has left the College.
- We will take photographs or videos of students actively taking part in the classroom or other activities to inform on learning progress and to evidence accreditation.
- We will send you information to keep you up to date with what is happening at the College. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter.
- We will keep details of your address when your young person leaves the College so we can keep you updated about what is happening at the college, to tell you about events and activities, courses that may be of interest that will continue to develop the skills of your young person and find out how they are progressing.

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, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.
- To keep your young person safe and healthy, we will need to share information with medical professionals.

You have the following rights regarding your information:

- Rectification 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 Orchard Hill College Data Protection Officer can give you more information.

Our Data Protection Officer can be contacted by emailing data.protection@ohcat.org.