

Summary of the Privacy Notice for Students and Parents of Orchard Hill College

This is only a short summary. The full privacy notices for students and parents of Orchard Hill College explain everything in more detail and we encourage you to read them, so you understand how your information is used and how we keep it safe. The full notices are on the [college website](#).

We collect and use information about you so we can teach and support our students and keep them safe while they are at Orchard Hill College. This information is called personal data, and it includes things like names, contact details, medical needs, learning needs, family circumstances, attendance, and sometimes photos or videos.

We use your personal data for things like:

- teaching and supporting our students
- keeping our students and others safe and well
- following the law
- running the college properly
- sharing information with people who help with the education and care of our students

We only use the information when we have a **lawful basis**, which means a good legal reason. These include:

- Public Task – because it's part of our job as a college
- Legal Obligation – because the law says we must
- Vital Interests – to protect someone in an emergency
- Legitimate Interests –for things that help the college run smoothly
- Consent – only if you say yes (for example, using your photo on our website or receiving fundraising emails)

We will keep your information safe, only share it when we need to and only keep it for as long as we need it.

You have rights over your personal data, such as asking to see it, asking us to correct it, or asking us to stop using it in some situations.

A member of staff can help you understand these rights or you can contact the Data Protection Officer by emailing data.protection@ohcat.org.