



# CROOKHORN COLLEGE

## Privacy Notice For Parents

**Date of Notice:** May 2026

**Review Date:** May 2027

Under UK Data Protection law, individuals have a right to be informed about how the College uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about parents and carers of students at the College.

Crookhorn College, Stakes Hill Road, Waterlooville, Hants PO7 5UD is the 'Data Controller' for the purposes of Data Protection law.

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities (e.g. the College computers)
- Phone call recordings from the College phone system

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we have been made aware of
- Photographs and CCTV images captured in College

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

### **How we collect this data**

We collect this information via:

- Forms completed as part of the application process – online or paper based.
- Information provided by you to us during the duration of your child's time with us through emails, phone calls and in person meetings.
- Transfer files from previous schools.

Information is also collected through CCTV, and any IT system the College has in place, such as email, communication systems and voicemail.

### **Why we use this data**

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the College (such as emergency closures) and events
- Process payments for clubs and services
- Provide appropriate pastoral care
- Protect student welfare and carry out safeguarding activities
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with our legal and statutory obligations
- Make sure our information and communication systems, equipment and facilities (e.g. the College computers) are used appropriately, legally and safely
- To defend the College in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting College events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by selecting the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

### **Use of your personal data in automated decision-making and profiling**

We do not currently process any parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Use of your personal data for filtering and monitoring purposes**

While you're in the College, we may monitor your use of our information and communication systems, equipment and facilities (e.g. the College computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

### **Our legal basis for using this data**

We collect and use your personal data under the following General Data Protection Regulations (GDPR)

- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Collecting this information**

We will only collect and use your data when the law allows us to. While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

## **How we store this data**

We keep personal information about you while your child is attending the College. We may also keep it beyond their attendance at the College if this is necessary in order to comply with our legal obligations. The College uses Hampshire County Council's record retention schedule and this sets out how long we keep information about students. This is available on request.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## **Data sharing**

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about students with:

- Our local authority Hampshire County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Financial organisations
- Educators and examining bodies
- Education suppliers and service providers, for example, but not limited to:
  - Learning platforms such as itslearning, Microsoft 365, MathsWatch and Seneca
  - Operation services such as the canteen system
  - College appointed photography company for efficient ordering of individual and year group photos
- Ofsted
- Central and local government
- Our auditors
- Health authorities, including the National Health Service (NHS)
- Health and social welfare organisations
- Police forces, courts, tribunals

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection law.

## **Your rights**

### **How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that the College holds about you.

If you make a subject access request, we will comply within the statutory timeline of the GDPR and ICO. Any request will be subject to any exceptions that may apply.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Mr Brunink, Assistant Headteacher.

### **Your other rights regarding your data**

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw your consent, where you have previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO)
- Claim compensation for damages caused by a breach of the Data Protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

To exercise any of these rights, please contact Mr Adam Brunink, Assistant Headteacher.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mr Adam Brunink, Assistant Headteacher at [DPO@crookhorn.hants.sch.uk](mailto:DPO@crookhorn.hants.sch.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Mr Brunink, Assistant Headteacher ([dpo@crookhorn.hants.sch.uk](mailto:dpo@crookhorn.hants.sch.uk)) in the first instance. We will acknowledge receipt of your complaint within 30 calendar days, and we will investigate and respond without undue delay. Further information about the way we handle data protection complaints can be found in our Data Protection Policy, available [here](#).

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Adam Brunink, Assistant Headteacher, then you can contact the DPO on the details below.

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| Data Protection Officer: | Judicium Consultancy Limited   |
| Address:                 | 5 <sup>th</sup> Floor, 98 Theobalds Road, London. WC1X 8WB                   |
| Email:                   | <a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>     |
| Web:                     | <a href="http://www.judiciumeducation.co.uk">www.judiciumeducation.co.uk</a> |

Should you remain dissatisfied with our response, you also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.