



**SEDBERGH
SCHOOL**

FOUNDED 1525

How We Use Your Information Privacy Notice for Parents (Key Information)

This Privacy Notice covers the following group of related companies and organisations.

**Sedbergh School
Sedbergh Preparatory School
Sedbergh School Developments Limited
Sedbergh School International**

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. A separate privacy policy for pupils, depending on their ages, can be found on the School's website.

We strongly recommend reading the full version of our parent privacy notice which is published on the School's website and can be found by following the link below.

<https://www.sedberghschool.org/senior/information/privacy-notice>

You can also obtain a copy of the full privacy notice by contacting the School at:

The Deputy Bursar (Compliance & Governance)

tr@sedberghschool.org

The Bursary

Sedbergh School

Malim Lodge

Sedbergh

LA10 5RY

01539 620303

The full version includes additional points, such as, the rights you have to access your personal information including what decisions you can make about it, how long the School retains it and our legal bases for using it.

The School's primary reason for using your personal information is to provide educational services to your child, and to alert you to our services.

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 various admissions forms and from your child's previous school. We may also obtain information from professionals such as doctors and from local authorities about your child.
- We may 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 pupils 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 send you a copy of relevant information relating to the School and associated organisations, a copy of the Sedberghian and find out how your child is progressing. We will also pass your details onto the alumni organisation which is called the Old Sedberghian Club. Further information on the alumni association can be found here <https://osclub.sedberghschool.org>
- We may also pass your details on to:

The Foundation (the fundraising arm of Sedbergh School) -
<https://www.sedberghschool.org/senior/information/foundation>
Sedbergh School Developments Limited
Sedbergh School International Limited

In some situations, we may need to share your information with third parties. For example:

- In fulfilling our legal obligations, on formal request, 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 while your child is at the School, 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.

The Deputy Bursar (Compliance & Governance) is the person responsible at our school for managing how we look after personal information and can answer any questions which you may have about how we use your personal information. Please contact via:

The Deputy Bursar (Compliance & Governance)

tr@sedberghschool.org

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