Godolphin & Latymer

Admissions Privacy Notice

Background

When parents sign the acceptance form and when a child joins Godolphin and Latymer ("the School"), they become subject to the School's Terms and Conditions which refer to a full privacy notice detailing how the School manages their data and the legal basis used for that processing.

Before this point, the School will be in contact with, and hold data for, prospective parents and pupils and this privacy notice explains how we manage this personal data.

About the information we collect and hold

The personal data that the Admissions department collect may consist of:

For the candidate:

- Name, date of birth and address details
- Information about previous/current schools attended
- Information on siblings (if given)
- School report(s) and confidential reference(s)
- Educational Psychologist report and/or details regarding specific learning difficulties (if relevant and shared with the School)
- Medical Reports and/or health or dietary requirements (if relevant and shared with the School)
- Test results (internal and external) and interview notes
- Details of languages spoken at home
- Details regarding music ability if applying for a music scholarship

For the parents/guardians:

- Name
- Address, email, telephone numbers
- Request for a bursary application form (if indicated on the form)

Please note that where bursary application details are collected during the admissions process, these are held confidentially by the Bursar and not by the Admissions Department.

Data about prospective parents and children will usually be collected directly from you but some data may be collected from third parties (for example previous/current schools or a third party responsible for administering, and/or processing the results of, our admissions tests).

Why we collect and use this information

The School needs your personal data in order to manage and administer the admissions process. The legal basis for holding your data is 'legitimate interest' and, in the case of some parent data, on the basis that it is necessary for the School to take steps prior to entering into a contract. In addition, Special Category Personal Data is sometimes collected and held in order to protect your or your child's vital interests, safeguard your child or as a result of a legal obligation.

Your personal data will be processed strictly in accordance with data protection legislation and in the legitimate interests of the School in order to:

- Advise you about the next steps in the application process (i.e. opportunities to visit the School, examination date and details, interviews, results, induction days); and
- Assess your application and your child's suitability for a place at the School as set out in our Admissions Policy and other information available on the school website.

Who has access to your data?

Data about prospective parents and children is held securely in the School's electronic systems and paper records maintained by Godolphin and Latymer School and is treated confidentially and with sensitivity. Such data may be made available upon request to those involved in the admissions process at the School.

The data will be shared, as required, with any third party examination board responsible for administering, and/or processing the results of, our admissions tests. For 11+ candidates, it may also be shared with other schools in the 11+ Consortium (please see the Consortium's own privacy notice which is available on our website and will also be sent to you with the examination entry form).

Other than this, the data will not be disclosed to third parties except where required by legal or other statutory obligation. Your data is not transferred overseas other than where necessary in connection with overseas applications or enquiries and where our cloud based systems are, with appropriate safeguards in place, hosted outside the UK.

How long do we keep your data?

Personal data is kept for the purposes of the administration of the Admissions Department and is kept in accordance with the School's Record Keeping and Retention Policy.

Your rights to correct and access your information and to ask for it to be erased

Please contact the School's Bursar, Mr Diana Robbins, via DPOfficer@godolphinandlatymer.com or 020 8735 9595 if, in accordance with applicable law, you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

Under UK data protection law, individuals may also have rights to object to how their Personal Data is used, request that processing is restricted, or request that certain Personal Data is transferred to another organisation, depending on the circumstances and the lawful basis relied upon by the School.

Further information

We hope that our Bursar can resolve any query or concern you may have about our use of your information. If not, you are entitled to contact the Information Commissioner at https://ico.org.uk/concerns/ or telephone 0303 123 1113 for further information about your rights or to make a formal complaint. Please note, however, that the ICO does recommend that steps are taken to resolve the matter with the School before involving the regulator.