



**Russell House**

**Privacy Notice**  
for families at, or considering  
joining the school

**February 2025**

*Where the remarkable happens*

This document should be read in conjunction with the School's Data Protection Policy. It is here to help you understand how and why we collect personal data about you and your child(ren) and what we do with that information.

It applies to the following categories of family:

With current pupils  
With past pupils  
Applying to join  
Attendees at Open events  
Enquiring about places  
Requesting a prospectus  
Visiting the school's website  
Contacting us by telephone or email

We see the provision of personal data as necessary to properly admit your child to the School and to administer and fulfil the School's obligations under the terms & conditions, once your child is a pupil.

We will obtain the data the School requires from you, should we need more data from other sources, we will contact you within a month.

The School will share your data (or your child's data) with the following organisations who have contracts/agreements with the School:

- Caterers
- Photographers
- IT contractor
- Educational resource providers
- Educational professionals
- Local authority
- Sports coaches (swimming, tennis, gymnastics)
- Music teachers
- Messaging service providers
- Trip venues & visiting workshops
- Parents' Association
- Website Designers/host
- Finance & database system provider
- Printers

Data will be processed for the purposes of responding to requests for information about joining the School and the School will therefore have legitimate interest for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

### Cookies

Anyone in contact with the school via our website will be asked to allow cookies. Details of the cookies are listed [here](#).

### Other factors

It is not usually necessary for data to be shared with other countries. However, on some occasions i.e. trips abroad, you will be contacted for your consent.

There is no automated decision making or profiling involved in this data stream into and through the School.

### Exemptions and Retention

Data collected for the purpose of internal assessment is confidential and will be exempt from any data access request.

Data used in the creation of references for pupils transferring to other primary or secondary schools is confidential and will be exempt from any data access request.

The retention period for pupil data is set out in the School's Records & Retention Policy.

### Withdrawal and Complaints

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given consent.

You can find guidance on your obligations under information rights legislation on the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)) as well as information on their regulatory powers and the action they can take.

You can complain at any time about how the School has handled your data. A template letter, should you need it is attached to this document (appendix A).

If you have any questions about this notice, please contact the Information Governance Compliance Officer at [IGCO@russellhouse.kent.sch.uk](mailto:IGCO@russellhouse.kent.sch.uk)

## Appendix A

[Your full address]

[Phone number]

[The date]

[Name and address of the organisation]

[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

### **Information rights concern**

[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it. If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours sincerely,

[Signature]