

CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

Privacy Notice: Prospective Parents/Pupils

Calder House recognises its responsibilities under the General Data Protection Regulation (GDPR) effective from 25/5/18. In line with these responsibilities we have produced this Privacy Notice for Prospective Parents and other members of the public making general enquiries about the school.

The purpose of this notice is to clearly explain the following:

1. who we are;
2. what personal information we will ask you for;
3. why we need this personal information and what we will use it for;
4. the legal basis for holding this personal information;
5. who we will shared this personal information with;
6. how long we will keep this personal information for.

1) Calder House School is an independent school specially organised to teach children with Specific Learning Difficulties. It is owned by Calder House Ltd. The school's Headteacher has overall responsibility for the way in which Calder House collects, processes and stores data. The Headteacher fulfils the role of both Data Controller and Data Protection Office as these roles are described within GDPR.

2) As a prospective parent making enquiries about our school, we will ask you for your contact details and, where relevant, details of any specific learning difficulties which you, or your immediate family, experience. We will also ask you for personal information about the child your enquiry relates to including details of the specific learning difficulties this child experiences, their name, age, educational history, levels of academic attainment and relevant medical history. Calder House recognises that the personal data we collect will be of a sensitive nature and that any medical information you give us will fall under the classification of Special Category Data.

3) We collect personal information from Prospective Parents for the following reasons:

- a) to help us determine whether Calder House is likely to be able to meet the needs of the child in question
- b) to enable us to follow up enquiries from Prospective Parents

4) The legal basis on which we hold this data is Consent – as described under Article 6 (1) (a) of the GDPR and, with regard to Special Category Data, Article 9 (2) (a). We therefore need to obtain your consent to gather and use this personal information. At the beginning of our conversation with you we will seek your consent to gather information about you and the child your enquiry relates to. We will make you aware that this information may include Special Category Data and seek your consent to gather this. If you give us consent to gather data in this way we will record the fact that you have done so on the record of our conversation. Having given us consent, you have the right to withdraw it at any time by contacting us using one of the email addresses below. Upon receipt of your email, we will erase all of the personal data we have gathered from you.

5) We will not pass the personal information we obtain from Prospective Parents on to a third party unless you ask us to do so.

6) In the event that your enquiry does not lead to the offer of a place at Calder House, we will securely destroy all the personal information we have obtained from you within 12 months of our final contact with you. If you would like us to erase this information immediately, please contact us (using one of the email addresses provided below) and we will arrange to do so upon receipt of your request. In the event that your enquiry leads to the offer of a place at the school the personal information we have gathered will become part of the personal information we hold on pupils – please refer to the Privacy Notice on Pupils for more information about how this data is processed and stored.



Calder House has a duty of care towards everyone whose personal data is collected, used and stored by the school. This includes advising you of your rights in relation to your personal data. These are as follows:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erase
5. The right to restrict processing
6. The right to data portability
7. The right to object*
8. Rights in relation to automated decision making and profiling: on the basis that Calder House does not engage in these activities this do not apply.

*if you think there is a problem with the way in which Calder House is handling your personal information you have the right to complain to Information Commissioners Office

Calder House aims to be both secure and transparent in the way in which is processes data. We also wish to be helpful. If you require additional information on any of the points raised above please contact the Headteacher of Calder House School (head@calderhouseschool.co.uk) or the Managing Director of Calder House Ltd (jasonpage@calderhouseschool.co.uk).

This Privacy Notice was last reviewed and updated on 4 April 2018.

