



READING BLUE COAT

Privacy Notice for Parents – September 2019

Key Information

This section contains the key information about how and why we collect your personal information and what we do with that information. We strongly recommend that you read the full privacy notice for parents which follows and is available at Privacy Notice for Parents. Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs.

We strongly recommend that you go on to read the remainder of the document which covers additional points, such as, the rights you have in your information including what decisions you can make about your information, for how long the School retains your personal information and our legal grounds for using your personal information.

The School's primary reason for using your personal information is to provide educational services to your child.

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 admissions forms and from your child's previous School. We may also get information from professionals such as doctors and from local authorities.
- We will 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 use your 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.

- The Development Officer will contact you in relation to the Reading Blue Coat Community. Further information can be obtained from the Development Officer at community@rbcsc.org.uk or from the Privacy Notice covering the Community at [Privacy Notice for the Community](#)
- We will keep details of your address when your child leaves the School so we can send you the annual Old Blues News and find out how your child is progressing.

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

- In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate 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 Bursar is the person responsible at our School for managing how we look after personal information. The Bursar can answer any questions which you may have about how we use your personal information.

Parents should be aware that there is a separate privacy notice for pupils. It is available at [Privacy Notice for Pupils](#)

The full privacy notice for parents follows and is available at [Privacy Notice for Parents](#).