



St. Olave's School

Prospective Student Privacy Notice

This prospective student Privacy Notice sets out what personal data we, St Olave's Grammar School, hold about you and how we collect and use it during and after the application process. It applies to Parent/Carers and applicants, who submit an online Supplementary Application Form (SIF) registering to apply for either our Year 7 or Year 12 entry process.

Please note that we will not necessarily hold, use or share *all* of the types of personal data described in this Privacy Notice in relation to prospective parents or prospective students. The School participates in the co-ordinated admissions process operated by the London Borough of Bromley and the specific types of data about you that we will hold, use and share will depend on the whether an offer of a place is made in line with our Admissions Policy.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data. Should an offer of a place be made, we will provide you with another privacy notice that explains how we deal with parent/Carer and student personal data whilst here.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation comes into force. It does not give you any rights to an offer of a place. We may update this Privacy Notice at any time.

Who is the controller?

The Head Teacher at St Olave's Grammar School is the "controller" for the purposes of data protection law. This means that they are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is the School Business Manager at St Saviour's Grammar School in Southwark. As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

What is personal data?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, address). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.



Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as **special category** data. (The rest is **ordinary personal data**).

What type of personal data do we hold about you and why?

During the application process for Year 7 and Year 12 entry, we collect, hold and use the following types of personal data about the applicant and their Parents/Carers:

☒ Information contained in your Online Supplementary Information Form (SIF) Submission, including name, title, contact details of Parents/Carers, SEND status, specified conditions that may require positive action during Test day(s), subject choices, Predicted Grades and Gender (Year 12 Entry) and applicant's current school, applicant's image.

If applicants for Year 7 entry are invited to proceed to the SET Test 2 we may use this personal data so that we can:

☒ process your application for the SET 2 test and correspond with you about it;

How long will we keep your personal data?

We will keep your personal data throughout the application process.

Following commencement of study (in the event of an offer being made for a place at St. Olave's Grammar School) you will be issued with a Parent and Student Privacy Notice which will include information about what personal data we keep from the application process and how long we keep your personal data whilst they are studying with us and after they have left their study at St. Olave's

If the application is unsuccessful, we will keep your personal data for up to 6 months from the date you are notified of the decision. (Note, we may keep your personal data for longer than 6 months if you have asked to remain on the waiting list or appealed against the decision not to offer your child a place here).

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

Your rights

You have a number of legal rights relating to your (or your child's) personal data, which are outlined here:

- **The right to make a subject access request.** This enables you to receive certain information about how we use your data, as well as to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **The right to request that we correct incomplete or inaccurate** personal data that we hold about you.



- **The right to request that we delete or remove** personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **The right to object to our processing** your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
- **The right to request that we restrict our processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **The right to withdraw your consent to us using your personal data.** We do not normally rely on your consent as the legal ground for using your personal data. However, if we *are* relying on your consent as the legal ground for using any of your personal data and you withdraw your consent, you also have the right to request that we delete or remove that data, if we do not have another good reason to continue using it. At St Olave's, consent request is likely to be limited to the taking and use of data subject's photographs.
- **The right to request that we transfer** your personal data to another party, in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to "data portability").

If you would like to exercise any of the above rights, please contact Liz James, School Business Manager, St Olave's School, in writing. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

If you have any questions or concerns about how your personal data is being used by us, you can contact the school office.

Note too that you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>