



Data Protection Notification for Parents at Halstead Preparatory School

Our contact details are Halstead Preparatory School, Woodham Rise, Woking, Surrey, GU21 4EE, email : registrar@halstead-school.org.uk.

We hold your contact details, including name, address, telephone numbers, email addresses, occupation (and where provided your National Insurance (NI) number).

We use this for the purpose of sending you information regarding Halstead Preparatory School, your daughter's progress and for contacting you during your daughter's time with us.

We will also use data to obtain Early Years Funding on your behalf and in the event of any reportable Safeguarding issues. Our legal basis are twofold:

- fulfilling our contract with you
- compliance with a legal obligation

We retain the data until your daughter reaches the age of 25. We will send the information to Surrey County Council for Early Years Funding and Safeguarding purposes.

You have qualified rights to access, rectify and erase your personal data, and to restrict or object to processing and to make your data portable. You have the right to complain to a Supervisory Authority (The Information Commissioner's Office).