



## Data Protection Notification for Parents when their daughter joins the 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 and email addresses and also information regarding parental responsibilities and your occupation.

We hold the following data that you have provided regarding your daughter: name, date of birth, ethnic origin, religious denomination, nationality, medical history and previous education. We will also collect observations if your daughter attends a Taster Day.

The purpose is to maintain contact with you and to hold relevant information to support your daughter's admission to the school.

Our legal basis is legitimate interest (where our purposes are our legitimate interest) with the exception of medical and ethnic data where the basis is your consent.

We retain the data for no longer than 6 months after the proposed date of admission or until your daughter is age 25 if they join the school.

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).