



THE ORATORY

PRIVACY NOTICE - PROSPECTIVE PARENTS AND PUPILS

Introduction

When parents sign the acceptance form and their child begins at the Oratory ("the School"), they become subject to the Parent Terms and Conditions and these include a full privacy notice detailing how the School manages their data and the legal basis used for that processing.

Before this point, the School will be in contact with a wide variety of parents, pupils and guardians and this privacy notice explains how we manage this personal data.

What data do we collect?

The personal data that the Admissions department collect may consist of:

For the candidate:

- Name
- date of birth
- address details
- Feeder and previous schools' information
- Information on siblings (if given)
- school report(s) and confidential reference(s)
- Reports from extracurricular activities and/or tutors (if relevant)
- Educational Psychologist report (if relevant and shared with the school)
- Medical Reports (if relevant)
- Special health/food/allergies requirements (if relevant)
- Any bursary application details (the admissions department do not hold the financial information, this is held by the finance team)
- Test results (internal and external)
- Interview comments/results
- Passport information (and visa information if requires visa)
- Guardian/agent details (name, address, email and telephone number)

For the parents:

- Name
- Address, email, telephone numbers
- Occupation
- Marital status
- Details of any connection with the School
- Details, if required, of parental responsibility

- Identity (passport in most cases) and Visa information (if required as part of our obligations as a UKVI Sponsor) that you may have given us when originally enquiring about the School, at the time of registration or subsequently.

Data about prospective parents and children will usually be collected directly from you but some data may be collected from third parties (for example previous schools, confidential references).

How we use your data

The legal basis for holding your data is 'legitimate interest'. The School needs your personal data in order to successfully manage and administer the admissions process. Sensitive personal data is sometimes collected and generally held in order to protect your or your child's vital interests, safeguard your child or as a result of legal obligation.

We will also ask for specific consent at the time of registration or initial expression of interest to send you future information about the School (prospectuses, upcoming events such as open days, newsletters etc). You will have the option to choose not to receive these further marketing communications at any time after your initial enquiry and to withdraw this consent if previously given.

Your personal data will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests of the School in order to:

- Communicate and promote the School's admissions events and activities (that you have consented to)
- Advise you about the next steps in the application process (ie Taster days, Assessment date and details, Interviews, Scholarship information, Results, Induction days)
- Make decisions concerning admissions

Who has access to your data

Data about prospective parents and children is held securely in a database and paper files belonging and hosted at the Oratory School and is treated confidentially and with sensitivity. Such data may be made available upon request to academic and administrative departments involved in the admissions process at the School. The data will not be disclosed to third parties (except where required by legal or other statutory obligation such as for bursary applications) or external organisations and the data is not transferred overseas (other than results sent back to those in their countries of origin).

How long do we keep your data?

Personal data is kept for the purposes of the administration of the admissions department and is kept for the length of time a boy would have been able to attend the School.

Subject rights under the DPA/GDPR

All data subjects have certain rights under the General Data Protection Regulation and the UK Data Protection Bill, including a right to be given access to data held about them by any data controller and a right to be removed from our database should you no longer wish to receive information from the School. You also have the right to opt out of the use of your

data for any of purposes specified above provided it is not required to administer the admissions process in which you wish to participate. Should you wish to opt out or be removed from our database or access your data, please contact registrar@oratory.co.uk

Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell

You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.