



Albyn School

## Privacy Notice

Albyn School [“Albyn” or “the School”] keeps the data that it holds about you and your children safely and securely. The General Data Protection Regulations which came into force in 2018 provide you with rights with respect to your data. These are outlined briefly in this Privacy Notice and more substantively in the school’s Data Protection Policy, and we encourage you to read both documents.

“Parent(s)” means any adult who holds parental responsibility for a pupil.

“Albyn School”, “Albyn” or “the School” refers to any section or age subdivision within the School, e.g. Nursery, Lower School (P1-7) or Upper School (S1-6).

This Privacy Notice is available to the parents of all current pupils and prospective pupils. It is published on the School’s website and is also available from the School Office during working hours.

The School’s Data Protection Policy explains what is meant by personal data, describes the type of information, including photographic, that will be gathered by the School on you or your children; the organisations with whom it will be shared, the rights you have to access, correct and have it deleted; how long this data will be retained and when it will be destroyed. It provides you with information about subject access requests and explains what we will do if there is a data breach.

The School collects personal information for it to be able to admit children and for the School and Nursery to fulfil our obligations to educate your child/ren. The school will use (‘process’) personal data relating to parents and pupils from the moment it receives requests for information about joining the school and in the context of GDPR, it has a legitimate interest in processing personal data. The data that the school holds will be the minimum it requires to form and maintain the contract between you and the school.

As outlined in the Data Protection Policy, the school will share a proportionate amount of data with governmental organisations, regulatory bodies and companies who have contracts with the school. It is not necessary for data to be shared with organisations in other countries. There are three possible exceptions to this:

1. Those parents who have pupils following the French School curriculum will have educational attainment and related personal data released to the French governmental authorities periodically and may have financial information passed through to the HR department at Total.
2. If your child is involved in an international trip that the school organises it may be necessary to share information with overseas organisations. If this is the case, you will be contacted for your consent and any information that is shared will be limited in time and content.
3. If a pupil who attends Albyn has their principal residence overseas, we may need to liaise with organisations in those countries. We will inform parents concerned of what data we are sharing or receiving in those circumstances.

The retention period for all types of data is outlined in the School’s Data Protection Policy. Pupil data will be retained until the pupil reaches the age of 25 or as modified by any other legal obligation the school finds itself under.

You have the right to withdraw your consent to data processing at any time. However, this will only apply to data for which you have given particular consent. Please be aware that if we are unable to gather and process certain types of data, the school may be unable to maintain its contractual relationship with you.

We will obtain the data the school requires from you directly. Should we need data from other sources we will contact you within a month of seeking to do so. There is no automated decision making or profiling involved in this data stream into and through the school.

Albyn School's Bursar, who acts as the school's data controller, will be happy to deal with any requests or concerns about the school's uses of your personal data. You can also find guidance on your rights under information rights legislation published on the Information Commissioner's website ([www.ico.org.uk](http://www.ico.org.uk)) and the ICO is the external organisation to whom you can lodge complaints. The ICO helpline is 0303 123 1113.

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