



PRIVACY STATEMENT

This statement should be read in conjunction with the school's Data Protection Policy which can be found on the Northwood College for Girls website at www.northwoodcollege.gdst.net.

Northwood College for Girls' commitment to privacy

We are committed to keeping the personal information that you share with us (on paper, over the telephone or via the internet) accurate, up to date and confidential. This information will only be used for school administration and for other normal purposes of an independent school. We require certain information about you and your daughter to enable us to undertake our normal day-to-day operations and to ensure the health, safety and welfare of our pupils.

Collection and use of personal information

When we collect personal information about you or your daughter we will explain how we intend to use it. We will limit the personal information that we collect about you or your daughter to the minimum that we require and we will use it only for the purposes that we state. We will obtain your consent should we wish to use personal information about you or your daughter for any purpose not previously advised to you.

How we collect personal information about you and your daughter

We will generally collect some information about you and your daughter at the time you apply for a place at the school to facilitate the application process. Following an offer and acceptance of a place at the school we will collect further information which we require. To ensure that the data we hold about you and your daughter is accurate and up to date we will from time to time request that you confirm and where necessary update the information that we hold. On occasion we may request additional information where this is required to administer school trips, for example, or to provide new services.

Release or disclosure of personal information

We may release personal information about you or your daughter to parties outside of Northwood College only under the following circumstances:

- **When required or permitted by law**

In certain circumstances, the law may require or permit the school to disclose personal information about you or your daughter without your knowledge or specific consent. For example, such information may need to be disclosed if required to comply with a court order,

or if requested by a government or local authority department which has the lawful authority to obtain the information.

- **Inspection**

We may be required to disclose a subset of the personal information that we hold about your daughter to the Independent Schools Inspectorate (ISI) as part of their inspection of the School.

- **Child Protection**

We may be required to release information relating to you or your daughter to either the police or a local authority department in connection with our Child Protection obligations.

- **Medical emergencies**

We may need to disclose information that you provide about your daughter's health to health care professionals in the event of a medical emergency.

Under no circumstances do we sell personal information to third party organisations.

How personal information is protected

Northwood College for Girls stores and processes personal information on the school's network and servers which are located on the school site in Northwood. To ensure the security and integrity of this data we employ safeguards such as security software and firewalls to prevent hacking or unauthorized computer access as well as implementing rigorous internal security policies.

Data retention

We will retain the personal information about you and your daughter for only as long as it is required for the reasons that it was collected originally or for as long as is required by law. This period may extend beyond the end of your daughter's time as a pupil of the school. When such personal information is no longer required, we have procedures in place to destroy, delete or erase it securely.

Your rights and options

You may refuse or withdraw consent for the collection, use and release of certain personal information about yourself or your daughter. However, please be aware that this may result in our inability accept your daughter as a pupil at the School or to allow her to participate in certain activities in connection with which we need to have relevant personal information. If you wish to refuse or withdraw consent please do so in writing to the Director of Finance and Operations (who is the school's Data Protection Officer) at the address below and we will explain your options and any consequences of refusing or withdrawing your consent.

You may request a copy of the information that we hold about you or your daughter at any time by contacting the Data Protection Officer at the school. A reasonable charge may be required for conducting the search in response to your request for access. If this is the case we will advise you in advance. We will respond to your request promptly and always within 30 days, unless we advise you otherwise.

If you have a concern or a complaint about Northwood College's collection, storage or processing of personal information please contact the Data Protection Officer at:

Northwood College for Girls
Maxwell Road
Northwood
Middlesex HA6 2YE
Tel: 01923 825446 Email: office@nwc.gdst.net

If you are unhappy with our response you may contact the Information Commissioner's Office (ICO). The ICO's mission is to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. The ICO rules on eligible complaints, gives guidance to individuals and organisations, and takes appropriate action when the law is broken.

You may contact the ICO at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 0303 123 1113 **Web:** www.ico.gov.uk

For further information on our Privacy Statement or Data Protection Policy generally contact the Data Protection Officer at the school.

Reviewed: December 2017
Due for review: December 2018