



Privacy Notice for Parents

Key Information

June 2025

Parent Privacy Notice - Key Information

This privacy notice provides key information about **how** and **why** we collect your personal data and **what** we do with that information.

Personal data is information about you from which you can be identified (either directly or indirectly). For example, information about your family circumstances, your financial information and images of you.

The School Bursar is the person responsible at our school for managing how we look after personal data. The School Bursar can answer any questions which you may have about how we use your personal data. Please contact the School Bursar at bursar@kcs.cambs.sch.uk.

We use your personal data to:

- fulfil our obligations and enforce our rights under the contract with you;
- teach your child and other pupils;
- look after your child and others, including other pupils and staff;
- enable the School to comply with its legal obligations, support the management and operation of the School, and to advance and protect the School's interests, objectives and reputation; and
- fundraise, market and promote the School, for example, by contacting you about fundraising for a new school project.

We set out below examples of how we use your personal data and the sources from which it is obtained:

- We obtain information about you from admissions forms (including our registration form) and from your child's previous school(s) and / or nurseries. We may also receive information from professionals, such as doctors and from local authorities;
- We will have information about any family circumstances which might affect your child's welfare or happiness;
- We will process information about you related to the payment of fees as well as for risk management and compliance purposes. In some cases, we receive information from third parties such as credit reference agencies or your child's previous school(s) and / or nurseries;
- We may obtain images (including video recordings) of you at school events to use on social media and the School website. This is to show prospective parents and pupils what we do and to promote the School. We may continue to use these images after your child has left the School;
- We will send you information to keep you updated on school activities, for example, details of events, including fundraising, and the school newsletter; and
- We will keep your address details after your child leaves the School to keep you informed about school events and activities, and to follow your child's progress. We may also pass your details onto the alumni organisation which is called King's College School Association ("KCSA"). Further information on the alumni association can be found on the School's website.

In some situations we may need to share your personal data with third parties. Examples include:

- In accordance with our legal obligations, we may share information with government bodies and regulators such as the Independent Schools Inspectorate, the Department for Education and local authorities, for example, where there are safeguarding concerns;
- If you have unpaid fees we may share information about this with any other schools, or educational establishment, to which you intend to send your child;
- On occasion, we may need to share information with the police or other law enforcement authorities, our legal advisers and /or our insurers and their representatives; and
- If your child has an educational guardian, we may need to share information with them and / or with any homestay appointed to provide accommodation.

You have the following rights concerning your personal data:

- correction of information held;
- access to information held;
- deletion of information (in certain circumstances);
- the transfer of information to you or a third party;
- restriction of the use of information; and
- the right to object to the use of information (in certain circumstances).

These rights are explained in more detail in the privacy notice, and the School Bursar can give you further information. These rights do not apply in all cases and may be subject to exemptions.

We strongly recommend reading the full version of our parent privacy notice which is published on the School's website.

The full version includes additional points, such as:

- further details on the purposes for which we use your information;
- how long the School retains your personal data; and
- our lawful bases for using your personal data.