



CLAYESMORE

DORSET

FAIR PROCESSING NOTICE

Clayesmore collects, holds and processes personal data relating to its pupils, parents and supporters. It is essential for it to do so in order to manage its operations effectively. These activities are carried out in accordance with the Data Protection Act 1998. The data held by Clayesmore drawn from information provided during a pupils' enrolment, to which we add data that accumulates during and after your studies at the school. This may include sensitive personal data and could include photographs and film.

We provide this notice to inform you how personal data will be processed and the purposes for which it has been collected. The official purposes for which we process personal data can be viewed on the office of the Information Commissioner's Register. To manage its operations, provide services and meet legal requirements, we will process and maintain your data. This may include data such as name, address, date of birth, fee payments and information about examinations, assessments and results.

We may disclose appropriate data to third parties, where there is legitimate need or obligation. Such disclosure is subject to procedures to ensure the identity of such agencies. Photographs or film may be taken at events held at or organised by the school. If you do not wish your photograph to be taken, please absent yourself from pictures. Group photographs taken will assume the permission of individuals pictured for publications and publicity materials. Attendance at events will assume the permission of the attendees and photographs and recordings taken may be used for publicity purposes.

Once students and their parents have left the school, Clayesmore processes personal data in connection with external relations and development. We may also send you information to keep you informed about school activities. If you do not wish to be contacted in this way, please write to us at society@clayesmore.com.