

## Privacy Notice

Trinity School (part of The Whitgift Foundation) aims to provide a safe, supportive and stimulating learning environment for our students. This involves holding and processing information on students, parents and other associated people.

We aim to keep the amount of information we hold on individuals to the minimum that we feel necessary for the effective support of the students' education. Most of the information such as names and contact details would be classed as "personal data" but some, including medical information, is classed as "sensitive personal" and all of it is held and processed with an appropriate level of care.

We need to hold and process information on current and prospective members of the Trinity School community to be able to fulfil our contractual role. This forms the lawful basis for the bulk of the information we hold but there will be instances in which data is processed on the basis of legitimate interest including statutory requirements of us as a school. Where information is not strictly necessary for us to fulfil our contractual or legal obligations, you will be asked to give consent to its use.

In general, we will retain information until the student reaches the age of 25 although this might be modified by any other legal obligation that the school finds itself under. We are proud of the achievements of our past students so some information may be retained beyond this time for archival or statistical reasons.

At Trinity, we take care to ensure the accuracy and security of your information through staff training, technical and administrative systems, all of which are subject to internal monitoring and periodic review.

We may share your data with third parties subject to them having systems and procedures in place to equal the care we take in dealing with your data. These third parties may include our caterers, photographers, IT contractors and software providers. In circumstances such as some school trips, information may need to be passed to activity providers and similar organisations. In these cases, you will be notified and consent will be obtained for the specific instance.

Should you provide data to us, we will assume that you are in a proper position to supply it, i.e. the information relates to your child or to someone who has given you specific permission to do so.

You have the right to ask for a copy of the information the school holds and to ask for any corrections you feel necessary. You also have the right in some cases to ask for information to be deleted. Any questions you have on how we handle your data or on your rights may be made directly to [Bursar@trinity.croydon.sch.uk](mailto:Bursar@trinity.croydon.sch.uk). Should you wish to exercise your legal rights of access, rectification or erasure, please contact The Whitgift Foundation via [martincorney@whitgiftfoundation.co.uk](mailto:martincorney@whitgiftfoundation.co.uk). Further information on your rights may be obtained from the Information Commissioners Office on 0303 123 1113 or via <https://ico.org.uk/for-the-public/>