

GEORGE HERIOT'S SCHOOL

ADMISSIONS AND FINANCIAL ASSISTANCE PRIVACY NOTICE – HOW WE USE YOUR PERSONAL INFORMATION

1 Who we are

George Heriot's School (the "**School**") is operated by George Heriot's Trust (a Scottish Charity, No SC011463) ("**Heriot's/we**"). We are part of the "**Heriot's Group**" which comprises George Heriot's Trust, Heriot Enterprises Limited, The Heriot's Centre for Sport and Exercise Limited, the George Heriot's School Parents' Association, The Heriot Club (the Heriot's former pupil association) and any other similar/affiliated association for former pupils of George Heriot's School.

We are committed to ensuring that your privacy is protected. This privacy notice sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

For the purpose of the General Data Protection Regulation ("**GDPR**"), the "**controller**" is George Heriot's Trust which is registered with the ICO under number Z6111378.

2 How to contact us

If you have any questions about this privacy notice or if you wish to exercise your data protection rights, initial enquiries should be directed to our Data Protection Administrator as follows:

- By post: Data Protection Administrator, George Heriot's Trust, Lauriston Place, Edinburgh, EH3 9HE
- By phone: 0131 229 7263
- By email: dataprotection@george-heriots.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

3 To whom does this privacy notice apply?

This privacy notice applies to:

- **Applicants:** prospective pupils of George Heriot's School.
- **Applicant's Parents:** parents, carers, guardians and other individuals with parental responsibility for an applicant.

This privacy notice only applies to the above categories of individuals in connection with an application for a place at the School (the **Admissions Process**) and, where relevant, in connection with an application for financial assistance with School fees, whether for a Bursary or a Foundation place (the **Financial Assistance Process**). Please see our *General Privacy Notice - How We Use Your Personal Information* (which you can find on our website at: <https://www.george-heriots.com/privacy>) for further information about how we process personal information of other individuals and of Applicants and Applicants' Parents who have successfully secured a place at the School.

4 What personal information do we collect?

During the Admissions Process and, where relevant, the Financial Assistance Process, we may collect and use different kinds of personal information about you, strictly as required in relation to our relationship with you, including:

- **Applicants**
 - identity data (such as name, data of birth, gender, nationality)
 - contact data (such as address, email address and telephone numbers)
 - academic data (such as academic records, academic history, admissions and attendance records, disciplinary records, examination scripts and marks, academic achievements and activities)
 - special educational needs and other health data including welfare records and pastoral information *
 - social and family life data (such as details of who an Applicant's Parents are)
 - images (a recent photograph of the Applicant, which will be used solely for the purposes of identifying the Applicant)
- **Applicant's Parents:**
 - identity data (such a name, date of birth, gender, marital status, nationality)
 - contact data (such as home and business address, email address and telephone numbers)
 - financial data (such as bank details, payment history, financial information relevant to financial assistance applications)
 - health data (where relevant to an Applicant) *
 - social and family life data (such as details of an Applicant's Parent's status as parent, carer, guardian or other in relation to an Applicant)
 - family and residence history for an Applicant and the Applicant's Parents in respect of an application to the Foundation

* The personal data marked with an asterisk constitute special categories of personal data and will be processed by us in accordance with our Special Categories Policy (which forms part of our *GDPR Data Protection Policy - How to Handle Personal Data*).

5 How do we obtain your personal information?

During the Admissions Process, most personal data relating to an Applicant and an Applicant's Parent is collected directly from the Applicant's Parent via the application forms for a place at the School, from the Applicant's previous educational establishment (if relevant) and from any supporting documentation submitted as part of the admissions application. During the Financial Assistance Process (which usually takes place at the same time as the Admissions Process), most personal data relating to an Applicant and an Applicant's Parent is collected directly from the Applicant's Parent via the application forms for a Bursary or a Foundation Place and from any supporting documentation submitted as part of the financial assistance application.

We may also collect information about an Applicant or an Applicant's Parent when an Applicant and/or an Applicant's Parent corresponds with us by post, phone, e-mail or otherwise or when an Applicant and/or Applicant's Parent visits the School (for example during an Open Day).

We may obtain personal data from publicly available sources such as social media (including LinkedIn, Twitter, Facebook and Instagram). We may also receive personal data from other members of the Heriot's Group or from external agencies and regulatory authorities (such as the Office of Scottish Charities Regulators, Scottish Qualifications Authority, Scottish Council of Independent Schools, Independent Schools Council or law enforcement agencies).

6 How do we use personal information?

Personal information relating to applications for a place at the School will be processed by us on the basis that such process is either:

- necessary for the performance of a contract with you (or in order to take steps at your request to enter into such a contract), including educational services contracts and funding contracts; or
- necessary for the purposes of our legitimate interests or those of a third party, including our interests in providing educational services to our pupils, assessing applications for places at the School, assessing applications for funding of places at the School, and pursuing our charitable aims and purposes.

Where required, we may also process personal information if this is necessary for compliance with a legal obligation to which we are subject or for the vital interests of the data subject or another individual.

We may from time to time process special categories of personal data relating to Applicants and/or Applicants' Parents, for example in order to assess any special educational needs of an Applicant. Where special categories of personal data are processed, we will usually do so on the basis that the processing is necessary for reasons of substantial public interest (in particular the safeguarding of children and individuals at risk and support for individuals with a particular disability or medical condition).

7 Who we share personal information with

Applicants' personal information may be shared with the relevant Applicant's Parent, unless we are legally obliged not to disclose such information. Please see our *General Privacy Notice - How We Use Your Personal Information* for more information about how we manage the pupil / parent relationship in relation to data protection matters.

During the Admissions Process and, where relevant, the Financial Assistance Process, there are also other circumstances in which we may need to share your personal information with certain third parties, usually on a confidential, need-to-know basis. The third parties to whom we may transfer your personal information include:-

- other members of the Heriot's Group for administration, management, statistical analysis, and (where you have provided your consent) marketing and fundraising purposes.
- third-party service providers acting as processors who provide IT and system administration services, including cloud storage providers.
- professional advisers including bankers, lawyers, accountants, auditors and insurers who provide consultancy, banking, insurance, legal and accounting services.
- any relevant regulatory authority or law enforcement agency or other national external agency, including the Office of the Scottish Charities Regulator, Scottish Council of Independent Schools, Police Scotland, HM Revenue & Customs, courts or tribunals for the purposes of child protection, fraud prevention or as otherwise required or permitted by law.
- any law enforcement agency, social services, child protection services or other relevant governmental or regulatory authority for the purposes of complying with GIRFEC (Getting It Right For Every Child).
- credit reference agencies and fraud prevention agencies, for the purposes of fraud prevention and credit assessments in connection with funding applications.

We require all third-party service providers to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Any sharing of your personal data will only take place either where we are legally obliged to do so, where it is necessary for the performance of a contract with you, where you have provided your consent, where it is necessary for the purpose of safeguarding children or where it is in our legitimate interests to do so (including to assess applications for places at the School, to assess funding applications, to establish and protect our legal rights, and to manage our business effectively using third party service providers).

8 International transfers

We generally do not transfer your personal data out of the European Union (EU) and we seek to ensure that any externally hosted personal information is retained in the EU. Please see our *General Privacy Notice - How We Use Your Personal Information* for further information regarding international transfers of personal data.

9 Retention of personal information

Personal information will be retained for as long as necessary to fulfil the purposes for which we hold such information, including for the purposes of satisfying any legal, accounting, or reporting requirements. More information on specific retention policies and periods for enquiries and for unsuccessful or withdrawn applications is available from our Admissions department or from our Data Protection Administrator. Personal data relating to a successful application will be retained in accordance with our *General Privacy Notice - How We Use Your Personal Information*.

Please contact our Data Protection Administrator for further details about our retention policy.

10 Your rights

Your personal information is protected by legal rights, which include your rights to:

- **Request access to your personal data** (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction of the personal data that we hold about you.** This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, following your request.
- **Object to processing of your personal data** where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes.
- **Request restriction of processing of your personal data.** This enables you to ask us to suspend the processing of your personal data in the following scenarios: if you want us to establish the data's accuracy; where our use of the data is unlawful but you do not want us to erase it; where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

- **Request the transfer of your personal data to you or to a third party (data portability).** We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent at any time where we are relying on consent to process your personal data.** However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of these rights, please contact us using the details above.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You also have the right to complain to the Information Commissioner's Office, which regulates the processing of personal data, about how we are processing your personal data.

11 Privacy notice review

This notice was last reviewed in January 2019.

12 Further information

If you would like any further information about this privacy notice or how we collect, use or share your personal information please contact our Data Protection Administrator.