

## Privacy Notice (How we use enquiry information)

### The categories of enquiry information that we collect, hold and share include:

- Personal contact information (such as name, children, address, telephone number and email address)

### Why we collect and use this information

We use pupil data:

- To contact you regarding admission to the school
- To contact you regarding events at the school
- To provide you with marketing information about the school
- To monitor and report on the admissions process

### The lawful basis on which we use this information

We collect and use your personal information under Section 1. (a) of Article 6 of the General Data Protection Regulation:

*(a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes*

### Storing enquiry data

We will hold enquiry contact data until your child/children are no longer of an age to be eligible for admission to the school or until you ask us to remove it, whichever occurs first.

### Who we share enquiry information with

We will not share your data with anyone else, unless legally required to do so.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information we hold about you. To make a request for your personal information, please contact: The School Registrar.

You may also request us to remove your enquiry data.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact

If you would like to discuss anything in this privacy notice, please contact: [dataprotection@birksdaleschool.org.uk](mailto:dataprotection@birksdaleschool.org.uk)