



Sudbrook School Limited · The Village Hall · Bute Ave · Petersham · Richmond TW10 7AX

DATA PROTECTION PRIVACY NOTICE TO PARENTS AND GUARDIANS

Title	DATA PROTECTION PRIVACY NOTICE TO PARENTS AND GUARDIANS
Version	2.0 / August 2025
Created by	Data Protection Lead
Validity	Parents and guardians of children
Next Review Date	August 2026 or earlier if required

1. General Statement of the school's Duties

As part of its daily operations, the school gathers, saves, and processes personal data of children and their parents/guardians, and is accountable for doing so in this capacity as a data controller. This privacy notice describes our practices for collecting, storing, sharing, and disposing of personal data. This is applicable to all children – past, present, and future.

The Data Protection Lead is in charge of making sure that all personal data is processed in accordance with this privacy notice and the principles of the General Data Protection Regulation.

2. The Data Protection Principles

The school complies with Data Protection Principles. According to these principles, personal information must be processed in accordance with the following standards:

- a) lawfully, fairly, and transparently
- b) collected for specific purposes and not used in a way that is inconsistent with those purposes
- c) relevant and limited to what is necessary for the intended purposes
- d) accurate and kept up to date
- e) kept for no longer than necessary, with the exception of archiving purposes
- f) processed securely to prevent unauthorized processing or loss or damage to personal information

3. Personal Data the school holds

The school maintains personal information (data that can be used to identify a real person) about its children and their parents or guardians. Contact information, educational records, disciplinary records, accident reports, exclusion information, safeguarding information, and media like photos and videos are all included in this. The school typically obtains this information directly from children or their parents/guardians, but it is possible for it to come from other institutions as well, such as other schools, examination boards, doctors, local authorities, and the Department for Education.

4. Why the school uses the data

In order to operate the school, monitor children progress, assess service quality, conduct research, comply with data sharing laws, conduct surveys, plan alumni events, manage staff, and others, the school may collect and process personal data about children and their parents/guardians.

5. Processing of Personal Data

Unless the processing is required for the school to meet its commitments to children, their parents, or guardians, the school may need consent before processing any personal data. All personal information that satisfies the definition of personal information and is not otherwise exempt will be treated in confidence and will only be provided to third parties with the appropriate individual's agreement or as required by law.

6. Sensitive Personal Data

Sensitive personal data includes information such as racial or ethnic origin, political opinions, religious beliefs, biometric data, sexual orientation, and health information.

The school is aware that processing sensitive personal data calls for extra security measures to protect individuals' rights and liberties. The school endeavors that the required security precautions are in place to protect the data and will only process sensitive personal data when doing so is reasonable and necessary. The school will also make sure that any third-party processors that handle sensitive personal data comply with data protection laws and have the right contracts in place to safeguard the information.

7. The school's legal basis for using this data

The legal basis the school would usually rely on in order to process personal data is explicit consent. This includes processing data to comply with legal requirements, carry out official duties in the public interest, fulfil contractual commitments, pursue legitimate interests and others.

The school may also process such information on the basis that it is necessary for reasons of substantial public interest or to protect the vital interest of a pupil or another person.

Where the school has obtained consent directly from pupils or parents/guardians', this consent can be withdrawn at any time.

8. How the school stores this data

The school retains children personal information while they are enrolled and may do so afterward if it is essential to uphold legal commitments or further legitimate interests. On request, a copy of the record retention management schedule is made accessible.

9. Notifying data subjects

The school endeavors to inform data subjects of the reason for any disclosure or sharing of their personal information with third parties. Additionally, data subjects shall be made aware of their right to restrict how the school uses and discloses their personal information, including the option to withdraw consent. Any issues or questions should be sent to the Data Protection Lead.

10. Sharing data

The school may share information with a number of organisations, including local authorities, government agencies, suppliers, organisations that support health and social welfare, employment and recruitment agencies, and survey and research firms.

In addition, the school shares data and photographs of its public events and of school life in circumstances where such data and/or photographs are placed on the school's website and its social media platforms or in the school's brochure. The school's policy is not to include personal data of individuals in such external publications without their consent, nor to publish photographs of lessons or internal school activities without consent

From time to time, the school may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The school confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the GDPR applies.

Where the school receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. Whenever possible, parents/guardians or pupils will further be notified prior to disclosing any information to third parties.

11. Transferring data internationally

When sending personal data to nations outside the United Kingdom and the European Economic Area, the school complies with data protection laws.

12. Rights of Access

Individuals are entitled to access their personal data that the school has on file. Individuals can write to the DPL to request access. Access to some information is prohibited, including information that could be used to identify someone else or cause them grief

13. Other Rights

According to data protection law, individuals have a number of rights, such as the ability to stop direct marketing, object to automated decision-making, amend faulty data, and seek damages for data breaches if the use of their personal data would cause them harm.

14. Accuracy

The school endeavors to keep personal data accurate and up-to-date, and individuals can request changes.

15. Security

Reasonable steps will be taken to ensure, that only relevant personal information will be accessible to staff and will be protected from unauthorised access.

16. Enforcement

Complaints can be directed to the Data Protection Lead Matthias Krauss.
Matthias.Krauss@dslondon.org.uk

Alternatively, the individual can make a complaint to the Information Commissioner's Office.

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

17. Contact us

Please get in touch with our Data Protection Lead if you have any queries, worries, or would like more information about anything contained in this privacy notice:

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