



Privacy Notice

St George's Preparatory School Limited, referred to as 'St George's', 'we' or 'us' is the Data Controller. We want to make it easy for you to understand what we do with your information. You are the Data Subject, which means the information we collect will identify you as an individual.

We collect information from you when you contact us, make an enquiry about sending your child to school here, complete one of our forms, surveys, or any other way in which you would provide us with your information. Some of the information we collect could contain but is not limited to is.

- Name, email address, home address and phone number.
- Details of your child and the requirements of the school.
- Survey answers, family details, and progress reports.

We need a lawful basis for keeping this information. The main basis we rely on is 'Contract'. We may also, on occasion, use Consent as a legal basis.

You can withdraw your consent to the processing at any time by contacting DPO@stgeorgesprep.co.uk.

We only keep your information for as long as we need it. We have a retention schedule for all our information, which you can request a copy of at any time.

We store your information using our Google and Microsoft accounts and cloud service. These have the highest protection available and are the most common way to store data.

You have several rights as an individual under the Data Protection (Jersey) Law 2018 (DPJL). These rights include:

- Your right to be informed,
- Your right to access,
- Your right to object,
- Your right to restrict how we process your information,
- Your right to have any inaccurate or incomplete information corrected,
- Your right to be forgotten.
- Your right to portability, and
- Your Right to object to automated processing

You can contact us at any time and request the information we hold about you. We will provide this free of charge and within 4 weeks of verifying your identification. You can send an initial request using our cookie pop-up, located at the bottom left side of our website. Call us or contact DPO@stgeorgesprep.co.uk.

If you have any questions about our Privacy Notice or how we use your information, please contact our Data Protection Officer at DPO@stgeorgesprep.co.uk.

If you are not happy with the way we have processed your data and want to make a complaint, please contact us or the Jersey Office of the Information Commissioner at www.jerseyoic.org

If you want our detailed Privacy Notice, **please ask us for a copy, and we will send it to you.**