

# Privacy Policy

For Parents and Guardians  
Regarding their Data  
and their Children's Data

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## INTRODUCTION

According to data protection legislation, you have the right to be informed about how Caxton College uses any personal data that we may have about you.

Caxton College is responsible for processing the personal data of our pupils, their parents or legal guardians and family members. This means that we are responsible for deciding how we use and store the personal information that we collect.

The General Data Protection Regulation (RGPD) requires that we provide you with the information in this privacy document.

We collect and use the information on our pupils according to Spanish Law 2/2006 (Ley Orgánica 2/2006) from 3rd May in Education.

Most of the information about pupils that you give us is information that you are legally required to provide; however, part of the information given is provided voluntarily. Upon receiving information directly from you, we will inform you if you are required to provide specific information about the pupil, or if you may refuse to provide it.

This policy applies to potential, current and former pupils of the school, as well as to their parents, legal guardians and families. We may update it at any time; if this were the case, we would inform you as soon as possible.

It is important that you read and keep this privacy policy, as well as any other privacy policy that we may send you or give you on specific occasions when we collect or process personal information about you, so that you know how and why we are using this information and what your rights are.

If you have any queries about this policy or how we handle personal information, please contact us at the following address:  
lopdc@caxtoncollege.net

## PERSONAL DATA THAT WE OBTAIN

The personal information that we collect, use, store and share (when required) about you and your children includes, but is not limited to:

- Contact details.
- Information related to your profession.

- Bank details.
- Still and video surveillance images taken at school.
- Photos and videos of events.
- Images of the pupils obtained during activities organised by the school.

We may also collect, store and use information about you and your children that falls within the 'special categories' of more sensitive personal data. This includes:

- Languages spoken in your family.
- Your family situation.
- Information about your children's health.
- Information about you and your children that we have received from other schools.

## **WHY WE USE THIS INFORMATION**

We use this data to:

- Inform you about your child's achievements and progress.
- Keep you informed about the running of the school and events.
- Process payments for school services.
- Ensure the quality of our services.
- Evaluate the quality of our services.
- Comply with our legal obligations.

## **THE LEGAL FOUNDATIONS FOR USING THIS DATA**

We only collect and use your and your children's personal data when the law allows it. In general, when:

- We need to deliver our own services.
- We need to complete official administrative procedures.
- We must comply with a legal obligation, such as in the case of an external company carrying out an annual audit.

Less frequently, we may also use your and your children's personal data in situations in which:

- We have obtained consent to use your information in a specific way.
- We must protect the vital interests of a person.

- We must send the pupil's academic records to another educational institution.

In some cases, we may use your personal information when it is necessary for our (or a third party's) legitimate interests, and if your fundamental interests and rights do not prevail over them.

The school has a legitimate interest in providing pupils with protection and a quality education, as well as in promoting the wellbeing of our pupils in order to facilitate the smooth running of the school.

We may also infrequently use your personal information to protect the interest of another person, a pupil or their family; for example, when investigating a claim made by another pupil.

This personal information is stored in the school's information management systems.

If you have given us your consent to process your data, you may revoke this consent at any time. We will make this clear when we request your consent, and we will explain how you may rescind your consent if you decide to do so.

## **HOW LONG WE STORE YOUR DATA**

We will only keep your personal information for as long as necessary to fulfil the purposes for which we collected the data or to satisfy legal, accounting or reporting requirements.

We do not store personal data indefinitely. However, on occasions we keep information for historical reasons (for example, year group or sport team photographs), but you may reserve the right to eliminate these data.

In order to determine the period of time that is appropriate for storing personal information, we bear in mind the quantity, nature and sensitivity of the personal data; the potential risk in case of misuse or a data breach; the purposes for which we process your personal data and whether we can accomplish those purposes via other means; and the applicable legal requirements.

In some cases, it is possible that we may use your information anonymously in such a way that it is impossible to associate the information with you. In this case, we may use your information without prior notice.

## SAFE HANDLING OF DATA

We have put into place adequate safety measures in order to prevent personal information from being accidentally lost, misused or accessed without authorisation, being altered or divulged.

We limit the access to your personal information to employees and third parties who need to access it in order to carry out their work functions, and they will only process the personal information following our instructions. They are bound to confidentiality regarding your data.

We have established procedures in order to deal with any suspicion of data security, and we will inform you in those cases in which the law requires us to do so.

## RECIPIENTS OF THE DATA

We do not share information about you with third parties without your consent, unless the law and our own policies permit this.

We will only allow access to your personal data for specific purposes and always following our instructions.

When we are legally required to do so, or it is necessary for another reason permitted by the Data Protection Law, we may share your child's personal information with:

- The Generalitat Valenciana (regional government) and the Ministry of Education.
- External examination boards.
- Suppliers of educational services outside the school.
- Health services and other health workers.
- Family members and representatives of the person whose data are being processed.
- Courts of law.
- Organisations related to school trips.
- Insurance companies.
- Press and communication media (according to the consent given).
- Associated companies and professional consultants.

On specific occasions we may communicate personal information to entities outside of the European Union, for example in the use of certain software applications. Any transfer of data that takes place will comply with all aspects of the General Data Protection Regulation (RGPD).

## HOW YOU CAN ACCESS THE PERSONAL INFORMATION THAT WE HOLD ABOUT YOU

All individuals have the right to request access to the personal information that the school holds about them. If you make a request for a detailed report, and if we hold information about you, we will provide you with:

- A description of the information.
- The reason for holding the information, why we process it and how long we will store it.
- An explanation of where we obtained the information, if we did not obtain it directly from you.
- With whom we have shared, or will share, the information.
- Whether any automated decision-making has been applied to your information, and the consequences.
- An intelligible copy of the information.

You have the right to make a request to access your information all year long, but please bear in mind that it may be necessary to extend the response time if the request is made during the summer holidays.

If you wish to make a request, please contact our Data Protection Officer (Delegado de Protección de Datos) at [dpd@prodatvalencia.es](mailto:dpd@prodatvalencia.es)

## YOUR OTHER RIGHTS REGARDING YOUR DATA

According to the Data Protection Law, people have certain rights regarding how their personal data are used and kept secure. You have the right to:

- Object to the use of your personal data if it causes damage or distress.
- Prevent your data from being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, correct, delete, or destroy incorrect personal data, or restrict their processing.

If you would like to make a request, please contact our Data Protection Officer.

## CLAIMS

If you believe that the school has not complied with the points set out in this Privacy Policy, you may file a claim at any time by contacting the corresponding department at the school, or by contacting our Data Protection Officer.



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