

# Orchard House School Educational Trust (OHSET)

## Privacy Notice

### Our contact details

Name: Orchard House School Educational Trust (OHSET)

Address: 16 Newton Grove, Chiswick, London W4 1LB

Phone Number: 020 8742 8544

[www.orchardhs.org.uk/bursaries](http://www.orchardhs.org.uk/bursaries)

E-mail: [ohset@orchardhs.org.uk](mailto:ohset@orchardhs.org.uk)

### The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Your child's name, address, age, current school
- Your name, address, email, phone number, financial information (such as gross income, assets, and savings)

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you to assess whether your child is eligible for a school bursary at Orchard House School.

We use the information that you have given us to be able to contact you, assess whether your child is eligible for a bursary, formalise the terms of the bursary in the event your child is a successful applicant, and remain in contact through the time your child is at Orchard House School and for some time after your child has left the school.

We may share this information with Bursary Administration Limited (our third party financial assessor) and Orchard House School.

We are committed to protecting your and your child's privacy and keep your and your child's data safe. We hold very limited information within OHSET, most being held by Orchard House School - in relation to applicants and scholars - and Bursary Administration Limited - in relation to applicants, scholars, and their parents' financial circumstances.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is Contractual Necessity - we need to collect the above information to assess whether your child is eligible for a bursary.

### How we store your personal information

- We keep your personal information for one year starting from the date the application was made (for unsuccessful applicants) or for two years after the end of the school year in which the applicant leaves Orchard House School (for successful applicants)
- We will then dispose of your information by deleting your and your child's personal data.

## **Your data protection rights**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at the details listed above if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact details listed above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>