



Halliford
School
SHEPPERTON

Data Privacy Notice

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School.

For example:

- a) We may contact your child's current or previous school to ask for a reference;
- b) We may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) We may contact other people with parental responsibility to check that they consent to your child joining the School;
- d) The information about medical conditions, health problems or allergies will be used to ensure that we have made any reasonable adjustments / suitable arrangements for your child when they visit the School or during any entrance assessments and subsequently if they are offered a place. This information is required due to the contractual and statutory duties the school has towards your child. Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.
- e) We may also need to share information with UKVI as explained above.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the School will use your information, and your child's information, please see our pupil privacy notice and our parent privacy notice. Both of these documents are published on the School's website. If your child is aged 12 years or older please show him / her the privacy notice and discuss it with him / her.