



Privacy notice

for Parental Surveys

This Privacy Notice was last reviewed and updated in May 2023. When we use your personal data, Swanmore College complies with UK data protection legislation and is the registered 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO)

Why is information being collected?

Swanmore College has a duty to ensure there is sufficient high-quality education and pastoral care to meet the needs of its pupils. Our surveys have been conducted to gain important feedback on the college. Participation in our surveys is voluntary and you may opt out of answering some or all the survey questions.

Why do we need personal information from you?

We only use your personal information with your explicit and informed consent for the purposes described/as set out in this Privacy Notice, to inform the education and pastoral support Swanmore College provides.

What information will be collected?

We will collect information about you and your household, including your children's ages and your opinions on Swanmore Colleges provision.

What will we do with the information?

The data we receive from our surveys will be analysed and the results used to inform our provision analysis. However, all your answers will be kept anonymous, and you and your children will not be identified in any reporting of this survey.

The data may be included in reports; however, we will never use your name in any reports. Data will be anonymised and will not identify individuals. We will not use the data for any other purpose than stated and will not disclose to a third party, i.e. other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc. Online data will be collected using Microsoft or Google Forms.

Storage of information

We will keep the information you give us in Swanmore Colleges secure network drive and make sure it can only be accessed by authorised staff.

How long will we keep the information?

We will keep the information you give us for up to three years and then will destroy it.

Your rights

To find out about your rights under UK data protection law, you can go to the Information Commissioner's Office (ICO) <https://ico.org.uk/for-the-public/>.

If you have any questions about this Privacy Notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at enquiries@swanmore-sec.hants.sch.uk or on 01489 892256 . or write to: Data Protection Officer, Swanmore College, New Road, Swanmore, Southampton, Hampshire, SO32 2RB

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose prior to commencing the processing and the processing conditions. Where and whenever necessary, we will seek your consent prior to the new processing.