

GAYHURST SCHOOL PRIVACY POLICY

Last updated: November 2025

1. INTRODUCTION

Gayhurst School (“we”, “our”, or “us”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, and safeguard personal information when you visit our website gayhurstschool.co.uk or communicate with us.

We are the Data Controller for the purposes of data protection law.

Our registered address is: Gayhurst School Trust, Bull Lane, Gerrards Cross, Buckinghamshire SL9 8RJ, United Kingdom.

If you have any questions about this policy or how we handle your data, please contact us at:

Email: enquiries@gayhurstschool.co.uk

Telephone: 01753 882690

2. WHAT INFORMATION WE COLLECT

We may collect and process the following types of personal data.

Information you provide directly:

- When completing online enquiry or other admissions forms
- When signing up for newsletters or events
- When contacting us via email or through the website

This may include:

- Name, address, telephone number, and email address
- Child’s name, date of birth, and year group of interest
- Any other information you choose to share with us

Information we collect automatically:

- Technical information such as your IP address, browser type, operating system, and referring URLs
- Information about your visit, such as pages viewed and time spent on the site (via cookies and analytics tools)

3. HOW WE USE YOUR INFORMATION

We use your personal information to:

- Respond to enquiries and provide information about admissions or school life
- Manage applications and communication with prospective families
- Improve our website and monitor its usage
- Send newsletters or updates where you have opted in
- Comply with our legal and safeguarding obligations

4. LEGAL BASIS FOR PROCESSING

We process personal data on the following lawful bases:

- Consent – when you have given clear consent for us to process your data (for example, to receive newsletters)
- Contract – when processing is necessary to manage enquiries or admissions
- Legal obligation – to comply with safeguarding and regulatory requirements
- Legitimate interests – to improve our website and communications

5. COOKIES

Our website uses cookies to improve user experience and collect anonymous usage data.

You can control cookies through your browser settings or our on-site cookie consent tool.

Further details can be found in our Cookie Policy.

6. DATA SHARING

We do not sell or rent personal data to third parties.

We may share limited data with:

- Service providers such as website hosting, analytics, or email platforms
- Regulatory authorities, where required by law
- IT and data security providers

All third-party processors are required to handle data securely and only as instructed.

7. DATA RETENTION

We retain personal data only for as long as necessary for the purposes collected. Admissions enquiry data is typically retained for up to three years unless you become part of the school community, in which case retention periods will follow our full Data Protection Policy.

8. YOUR RIGHTS

Under the UK General Data Protection Regulation (GDPR), you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data ("right to be forgotten")
- Object to or restrict processing
- Withdraw consent (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise these rights, please contact us using the details above.

9. SECURITY

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, alteration, or loss. However, please note that data transmission over the internet is not completely secure.

10. CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. Any updates will be posted on this page with an updated "Last Updated" date.

11. CONTACT US

If you have any questions or concerns about this Privacy Policy or how we handle your data, please contact:

Data Protection Officer (DPO)

Gayhurst School

Bull Lane, Gerrards Cross, Buckinghamshire SL9 8RJ

Email: enquiries@gayhurstschool.co.uk

Telephone: **01753 882690**