



HARROW INDEPENDENT COLLEGE  
*School of Mathematics, Science & Economics*

**Data Protection Compliance Statement for Parents and Students (DPCS – PS)**  
**(As per General Data Protection Regulation (GDPR) 2018 guidelines)**

We at Harrow Independent College (HIC) are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Provide you with information about events and activities that we may have organised for students or parents.
- Assess how well the college is doing.

This information includes your contact details, national curriculum assessment results, attendance information, behaviour logs, characteristics such as ethnic group, special educational needs and any relevant medical information.

Your data will be stored within the college. Your data will not be shared with any organisations outside of the college and its data processors or used for any purposes other than those described above.

The college enlists the support of companies to act as data processors. These companies enable the college to provide services to its students, parents and staff to support the efficient functioning of the school. Such companies include, for example, Show My Home Work (SMHW), Universities and Colleges Admissions Service (UCAS), Education Development Trust (EDT), and the various Exam Boards in the UK. Please note that the college may share details of parents and students to other organisations for the purpose of day to day operations of the college activities e.g. field trips, educational workshops, work experiences and work shadowing of students. The list is not an exhaustive list of all data processors used by the college.

This information is processed on our behalf to enable us to support your needs more effectively.

We will not give information about you to anyone outside the college without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). This is to meet the needs of the college sample.

If you want to discuss the information we hold and share about you then please contact our college administrator at [admin@harrowindependentcollege.co.uk](mailto:admin@harrowindependentcollege.co.uk)

You have the 'right to be forgotten' once you have left HIC. This may include deletion of the following data;

- Address
- Additional contact information
- Behaviour records (not including exclusion records)
- Any other information that might be used as identification

The 'right to be forgotten' does not include;

- Assessment records
- Exclusion records
- Attendance records
- Examination results
- Ethnicity
- Date of birth
- Full name
- Destination (if leaver)

Your personal record will be held for your college tenure and also for another 3 years from the day you leave the college. This will contain assessment and examination information, behaviour logs, safeguarding and attendance information. Your school admission information will be retained throughout your college tenure and also for 3 years from the day you leave the college. This is to ensure that the college can provide information to government agencies, such as OFSTED or for college samples.

You have a right to request a copy of the information that we hold about you. If you would like to request a copy of some or all of your personal data, please make a formal request to the College Administrator. We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove information that is inaccurate. If we find any incomplete data in our records, we may ask you to provide up to date information during the time in which we keep your details and other relevant data mentioned above in this statement.

HIC is registered as a data controller with the Information Commissioner's Office (registration number ZA163536)

Please note that this DPCS-PS will be reviewed from time to time and hence the up to date version of this could be obtained from our website -

<https://www.harrowindependentcollege.com/about/our-policies/>

Should you have any questions, please feel free to write to us at [admin@harrowindependentcollege.co.uk](mailto:admin@harrowindependentcollege.co.uk)

*Mr Kandiah Kandeepan – The Principal  
Harrow Independent College (HIC)*

Declaration:

I .....parent/ carer of .....have read and understood this statement.

Signature:

Date: