



HTSA

HARROW TAMIL SCHOOL ASSOCIATION

ஹரோ தமிழ் பாடசாலை

Established in 1987. Charity no. 1080704

DATA PROTECTION

Privacy Policy

Last updated 14 October 2026

The Harrow Tamil School Association (HTSA), registered charity no. 1080704, runs Saturday Tamil language, Hinduism and Fine Arts classes at Whitmore High School, Porlock Avenue, South Harrow, Middlesex HA2 0AD. HTSA is the data controller for the information described here. For any data protection question, email secretary@htsa.org.uk.

DATA CONTROLLER

Harrow Tamil School Association,
charity no. 1080704

QUESTIONS & REQUESTS

secretary@htsa.org.uk

REGULATOR

Information Commissioner's
Office, 0303 123 1113

For students

- ◆ We keep your details so we can teach you and keep you safe. If we are worried about your safety, we may tell people whose job is to protect children.
- ◆ We only publish photos or videos of you with permission, and we listen to what you want. Class winners' names go in our magazine unless you ask us not to.
- ◆ You can ask to see what we know about you.

01 What we collect

- ◆ **Parents, guardians and emergency contacts:** names, contact details, relationship to the student, fee payments, sign-in log entries, and messages you send us. Please share this policy with anyone you name as an emergency contact.
- ◆ **Students:** name, date of birth, gender (for sports), subjects and classes, medical, allergy and dietary needs, attendance, progress and results, behaviour and accident records, safeguarding concerns, and photos and videos. Hinduism class records may reveal a family's religion.

Most of this comes from families; teachers add records during the year, and safeguarding agencies may share information when needed. To enrol, we need your contact details and your child's name, date of birth and classes. Medical information is optional, but without it we may not be able to keep your child safe.



02 Why we use it

WHAT WE DO	LAWFUL BASIS
Enrolment, classes, fees and attendance	Contract with you; legitimate interests for your child's details
School activities, behaviour and the sign-in log	Legitimate interests in running the school safely
Medical, allergy and dietary needs	Your explicit consent, which you can withdraw
Hinduism class records	Your explicit consent
Safeguarding concerns	Safeguarding vulnerable individuals; for sensitive information, the safeguarding condition in the Data Protection Act 2018
Photos and videos	Taking them: legitimate interests. Publishing images that identify a child: your consent
Winners' names and past magazines	Legitimate interests in celebrating achievement and keeping school history
Financial records, data protection requests and complaints	Legal obligation

We do not use your information for marketing or fundraising, and no decisions about you or your child are made by computer alone.

03 Photos and results

We publish photos or videos that identify a child (on our website, Facebook, X and YouTube pages, or in our annual magazine) only with separate permission for each place, from a parent or guardian, or from the student if they are old enough to decide. Saying no does not affect enrolment. You can withdraw permission at any time; we will then remove the images online, but cannot recall printed copies or copies others have shared.

Exam results are given to each family privately. Class winners' names are printed in our annual magazine. If you or your child would rather a name was left out, tell the Secretary before the magazine goes to print.

04 Who we share it with

We never sell your information. We share it only with:

- ◆ Microsoft (school email), Cloudflare (domain, website traffic and security), and the providers that host our website, enrolment forms and records, under contract
- ◆ our independent examiner, who checks our annual accounts
- ◆ emergency services, children's services or the police, when needed to protect a child (see our [Child Protection policy](#))
- ◆ anyone else the law requires

Parent WhatsApp groups are optional; other members can see your phone number and profile. Ask the Secretary if you would prefer updates another way.

Microsoft and Cloudflare may handle data in the US under the UK-US data bridge, which UK law treats as adequate. Other transfers outside the UK use UK-approved safeguards; ask the Secretary for a copy.



05 Our website

Our website does not track you or use analytics or advertising; our [Cookie Policy](#) explains any cookies it uses. Security logs of IP addresses are kept for 30 days, or longer to investigate an incident, to keep the site secure (our legitimate interests).

06 How long we keep it

RECORDS	KEPT FOR
Enrolment, attendance and results	6 years after your child leaves
Medical and dietary information	Until your child leaves or consent is withdrawn
Accident records	Until the child turns 21
Child protection records	Until the child turns 25, or longer where justified
Financial records	6 years after the end of the financial year
Complaints and requests	3 years after they are closed
Sign-in logs	1 year
Photos and videos	Until consent is withdrawn or they are no longer needed
Consent records	6 years after the consent was last relied on
Printed magazines	Permanently, as a record of the school's history

Only committee members, teachers and service providers who need your information can see it. Paper records are locked away, online accounts are protected, and safeguarding records are kept separately. We securely delete records when they are no longer needed, unless a claim, investigation or safeguarding need means we must keep them longer.

07 Your rights

You can ask to see, correct or delete your information, restrict its use, get a portable copy, or withdraw consent at any time. You can also object to any use based on our legitimate interests. Some rights apply only in certain situations. Email secretary@htsa.org.uk or speak to a committee member; requests are normally free and answered within one month. Children who understand what they are asking can make requests themselves; in England there is no fixed age.

08 Complaints

If you are unhappy with how we handle your information, email secretary@htsa.org.uk or speak to a committee member. We will acknowledge your complaint within 30 days and tell you the outcome. You can also complain to the Information Commissioner's Office (ico.org.uk/make-a-complaint, 0303 123 1113).