



WISBECH GRAMMAR SCHOOL

Privacy Notice for Parents and Pupils

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Author:	Bursar as Data Lead
Reviewer:	School lawyers, HR Manager
Approval body:	Board of Governors

Linked documents

This policy should be read in conjunction with the following published documents

- SEND Policy (A2)
- Behaviour Policy (A4)
- PSHCE Policy (A5)
- Safeguarding and Child protection Policy (A6)
- Online Safety Policy (A8)
- Complaints Policy (A14)
- Data Protection Policy
- Teachers' Guide
- Who to Talk To (document for pupils)

Acronyms

- IT Information Technology
- SEN Special Educational Needs
- SEND Special Educational Needs and Disability
- SENCO Special Educational Needs Co-ordinator
- WGS Wisbech Grammar School

Availability

This policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office/Pupil Services Team.



We ask that you read this Privacy Notice carefully as it contains important information on who we are, how and why we collect, store, use and share ("process") personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

1 What is personal information?

- 1.1 Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. Photographs are also examples of personal information.

2 Who we are

- 2.1 Wisbech Grammar School (sometimes referred to as "WGS") is an Independent School, company number 04234021, registered office: Wisbech Grammar School, North Brink, Wisbech, Cambridgeshire, PE13 1JX.
- 2.2 Wisbech Grammar School includes Magdalene House (Kindergarten to Prep Six) and Senior School from 1st Form to Upper Sixth.
- 2.3 WGS consists of Wisbech Grammar School and Magdalene House Preparatory School, together known as WGS and referred to as "the School".

3 Responsibility for data protection at WGS

- 3.1 Wisbech Grammar School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

4 Information collected by us

- 4.1 In the course of running the School and delivering educational services we collect the following personal information about you and your child:
- 4.1.1 names, addresses, telephone numbers, e-mail addresses and other contact details for Parents and next of kin;
 - 4.1.2 information about members of your family, your family relationships and family circumstances. We may also need information about any court orders or criminal petitions which relate to you so that we can comply with our safeguarding obligations to protect the welfare and well-being of your child and other pupils at the School;
 - 4.1.3 birth certificate/ adoption certificate for the child;
 - 4.1.4 information about individuals' health and information from doctors and other professionals (where appropriate);
 - 4.1.5 bank details and other financial information (where required);
 - 4.1.6 information about past, prospective and current pupils' date of birth, academic, disciplinary, admissions and attendance records (including information about any special educational needs or disabilities);
 - 4.1.7 references given or received by the School about Pupils and information provided by other educational establishments and/ or other professionals or organisations working with pupils;



- 4.1.8 national curriculum assessment results, examination scripts and marks;
 - 4.1.9 images of the pupil for the purposes of admission to the School and pupil selection (and to confirm the identity of prospective pupils and occasionally other individuals, such as their Parents);
 - 4.1.10 pictures of you and/or your child at school events may be taken to use in marketing material. This is usually to show prospective parents and pupils what we do and to keep our current parents informed of events;
 - 4.1.11 educational institution attended on leaving the School;
 - 4.1.12 passport details for trips and educational visits.
 - 4.1.13 key measurements from a fingerprint to enable recognition for the purposes of allowing pupils to access their Dining Hall account. Please note that it does not capture a complete fingerprint image. Fingerprint scanners use key measurements to recognise the pupil and pull back their account to display their photograph to the till operator. A 4-digit pin code is an alternative recognition system and can be requested at the point of account creation.
- 4.2 We process this information in order to enable registration of a Pupil at the School, provide education services, for the purpose of management planning and forecasting at the School, to comply with our legal duties, improve our services and monitor equality of opportunity.
- 4.3 This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.
- 4.4 This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:
- 4.4.1 the School's policy on taking, storing and using images of children;
 - 4.4.2 the School's retention of records policy;
 - 4.4.3 the School's safeguarding, pastoral, health and safety, including the reporting and recording of concerns and incidents policies and procedures;
 - 4.4.4 the School's Online Safety Policy, which includes Acceptable Use Policies.

5 Information collected from other sources

- 5.1 We collect and hold personal information relating to our pupils and may also receive information about them from other sources, including:
- 5.1.1 The child's previous school
 - 5.1.2 Local Authority
 - 5.1.3 Department for Education (DfE)
 - 5.1.4 Exam boards;
 - 5.1.5 Universities and Colleges Admissions Service (UCAS);
 - 5.1.6 external e-learning platforms to which the school has a subscription;
 - 5.1.7 Admissions Database.

6 Who we share your personal information with

Routine data sharing

- 6.1 We may share pupil data within the School and with the School Nurse/medical staff.



- 6.2 The School routinely shares personal information with:
- 6.2.1 Department for Education (DfE) in relation to registration, attendance and other information, as required;
 - 6.2.2 Ofsted/ISI;
 - 6.2.3 Past and future educational establishments – usually on request from other schools;
 - 6.2.4 Others with Parental Responsibility for your child;
 - 6.2.5 Local Authority;
 - 6.2.6 Exam boards;
 - 6.2.7 External e-learning platforms to which the school has a subscription; and
 - 6.2.8 Third party Transport providers.

Department for Education (DfE)

- 6.3 We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.
- 6.4 To find out more about the information collection requirements placed on us by the Department for Education including the information that we share with them, go to:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- 6.5 DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so.
- 6.6 Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data. For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>
- 6.7 For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>
- 6.8 If you need more information about how our local authority and/or DfE collect and use your information, please visit:
- 6.8.1 the local authority website; or
 - 6.8.2 the DfE website at:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Third party suppliers

- 6.9 In accordance with the relevant data protection legislation, some of WGS's processing activity is carried out on its behalf by third parties, such as IT systems, e-learning platforms. Parent Pay, email and communication platforms, web developers or cloud storage providers.
- 6.10 There may also be occasions where data is shared with other contractors and suppliers, such as catering companies, Education software providers, consultants and other experts such as Educational Psychologists, extra-curricular clubs and activity organisers.



- 6.11 This type of data sharing is always subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

Other data sharing

- 6.12 We will share personal information with law enforcement or other authorities if required by applicable law.
- 6.13 The School may also be required to share information with:
- 6.13.1 The Police, for example where we have safeguarding concerns of a serious nature;
 - 6.13.2 With other emergency services if there is an emergency on the School site;
 - 6.13.3 Consultants, experts and other professional advisors to assist in properly running the School;
 - 6.13.4 The UK Visas and Immigration department, if your child is not of British nationality and we need to make sure that your child has the right to study in the UK; and
 - 6.13.5 Our insurance company, for example if there is an incident on the School site or involving pupils on External Visits.
- 6.14 We will not share personal information with any other third party.

7 Whether information has to be provided by you, and if so why

- 7.1 We will ask for information from you that we need to deliver our services to you, comply with our legal duties, improve our services and monitor equality of opportunity.
- 7.2 The consequences of our use of your personal information include delivering educational services to registered pupils and communication with their parents or guardians.
- 7.3 We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

8 How long your personal information will be kept

- 8.1 The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. In the first instance, we will keep your information for as long as we need to in order to educate and look after your child. We will then keep some information after your child has left the School.
- 8.2 Typically, the recommendation for how long to keep ordinary pupil files is up to 7 years following departure from the school. In some circumstances, we will keep information for longer than usual, but will only do so where we have good reason and are permitted to do so under data protection legislation.
- 8.3 Incident reports and safeguarding files will need to be kept for a much longer period than 7 years.
- 8.4 In exceptional circumstances, we may be entitled to keep information for a very long time if we need this for historical, research or statistical purposes.
- 8.5 We will hold personal data in line with the School's data retention policies which are available from the Data Protection Lead. If you have any specific queries about how this policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact our Data Protection Lead (see 'How to contact us' below).



9 Reasons we can collect and use your personal information

- 9.1 In order to carry out its ordinary duties, the School may process a wide range of personal data about individuals, including past, current and prospective pupils or parents as part of its daily operation.
- 9.2 Some of this activity will need to be carried out in order to fulfil legal rights, duties and obligations. Other uses may be in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special category data.

Legal grounds for using your information

- 9.3 **Legitimate interests:** means that the processing is necessary for legitimate interests except where the processing is unfair to you.
- 9.4 The School relies on legitimate interests as the lawful basis for processing in relation to most of the ways in which we use your information. Our legitimate interests are to:
- 9.4.1 Administer pupil admission and registration;
 - 9.4.2 Provide education services, including musical education, physical training or spiritual development, career services and extra-curricular activities to pupils;
 - 9.4.3 Monitor pupils' progress and educational records;
 - 9.4.4 Support our pupils' learning, monitor and report on their progress;
 - 9.4.5 Maintain relationships with parents, the school community (including direct marketing or fundraising activity);
 - 9.4.6 Manage, plan and forecast and for research and statistical analysis, including that imposed or provided for by law;
 - 9.4.7 Enable relevant authorities to monitor the School's performance and to intervene and assist with incidents as appropriate;
 - 9.4.8 Give and receive references and information about past, current and prospective pupils to/from any other educational institution that the pupil attended or proposes to attend;
 - 9.4.9 Enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the School;
 - 9.4.10 Safeguard and promote the pupils' welfare and provide appropriate pastoral support and care;
 - 9.4.11 Provide relevant careers information and work experience options to pupils at the School;
 - 9.4.12 Monitor (as appropriate) use of WGS's IT and communications systems in accordance with the WGS IT and Acceptable Use Policies;
 - 9.4.13 Make use of photographic images of pupils in WGS and individual school publications and on the School's website and (where appropriate) on the School's social media channels in accordance with School Policies;
 - 9.4.14 Ensure the proper operation of the School, including ensuring that all relevant legal obligations are complied with;
 - 9.4.15 Assess the quality of our services. We may also use information for historical research or statistical purposes; and
 - 9.4.16 Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance.



- 9.5 In addition, your personal information may be processed for the legitimate interest of others.
- 9.6 **Legal obligation:** where the School needs to use personal information in order to comply with a legal obligation. For example, reporting a concern to Children's Services or disclosing information to third parties such as the courts, local authority or police where there is a legal obligation to do so.
- 9.7 **Vital interests:** where processing the information is necessary in order to protect the vital interests of an individual. For example, to prevent someone from being seriously injured or killed.
- 9.8 **Public task:** where the School is acting in the public interest when providing education. For example, we rely on public task as the lawful basis on which we collect and use your personal data for the following:
- 9.8.1 Registration of eligible pupils, data assessment, profiling and statistical analysis;
 - 9.8.2 To complete the school census as required by the DfE; and
 - 9.8.3 To establish and analyse pupil attendance.
- 9.9 **Contract:** where the School provides data to suppliers or others under a contract. For example, to third party transport providers as part of our contract with them to provide bus services to pupils.
- 9.10 The School must also comply with an additional condition when processing special category data, which includes any information relating to: race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information and information about sex life or sexual orientation.

10 Consent

- 10.1 The School may ask for your consent to use information in certain ways. Where the School is relying on consent as a means to process personal data, an individual may withdraw this consent at any time. Any use of your information before you withdraw your consent remains valid. Please be aware that the School may have another lawful reason to process the personal data in question even without your consent. That reason will usually be stated within this Privacy Notice or may exist under another contract or agreement with the individual.
- 10.2 The School will often rely on parental consent to process data relating to pupils (if consent is required) unless it is more appropriate to rely on the pupil's consent. Parents should be aware that in such circumstances they may not be consulted on the request or receipt of consent from the child – although this will ultimately depend on the interests of the child, the parents' rights at law and all the circumstances. For example, pupils will be asked to sign a copy of the Acceptable Use Policy for Pupils in relation to the use of IT.
- 10.3 In general, the School will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents. This communication is important for the purposes of keeping parents informed about the pupil's activities, progress and behaviour. Parents should be aware that where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their consent to disclose this information to their parents, the School may be under an obligation to maintain confidentiality, unless disclosure is in the best interests of the pupil or other pupils or required by law.
- 10.4 Pupils are required to respect the personal data and privacy of others and to comply with the relevant School Rules and Behaviour Policy, as well as the IT Acceptable Use Policy.
- 10.5 By way of example, consent will be required to enable pupils to take part in national programmes such as the Duke of Edinburgh Award scheme, work experience programmes, some School trips and educational visits, **and the fingerprint recognition element of the Cashless Catering system.**



10.6 Please send any notifications of withdrawal of consent to our Data Protection Lead in the first instance.

11 Keeping your personal information secure

11.1 The School will use appropriate technical and organisational measures to ensure the security of personal data and has a number of policies and procedures in place in this regard.

11.2 We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

11.3 All staff and Governors will be made aware of this Privacy Notice, their duties under data protection law and all will receive the appropriate level of training in relation to the same.

11.4 We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

11.5 If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

12 Who has access to personal information

12.1 Personal data collected by the School will, for the most part, remain within the School and will be processed by appropriate individuals only in accordance with access protocols by staff on a need-to-know basis.

12.2 Access to the following types of information is highly restricted:

12.2.1 Medical records (which are held by each school and accessed only by Office and other relevant school staff such as the SENDco and appropriately trained staff;

12.2.2 Safeguarding or pastoral files (which are held by each school and accessed only by the Headteacher, Designated Safeguarding Lead or member of staff authorised by either to assist with a matter).

12.3 Access to SEND data, which relates to a special educational need and/or disability of a pupil will need to be provided to staff more widely so that the necessary education and safeguards can be put in place.

12.4 Parents and pupils are reminded that the School, as an education provider, has a number of duties imposed by law and statutory guidance in relation to recording and reporting incidents and concerns that arise or are reported to it. There may be an obligation to report some cases regardless of whether they are proven at that stage and in particular, where their nature or regularity means that they meet the threshold for referral. In some instances, notes on safeguarding files, personnel or pupil files may need to be referred to the relevant authorities such as the Local Authority Designated Officer (LADO) or Police. For further information on this, please see the Safeguarding Policy, which is available on the website.



13 Transfer of your information out of the EEA

- 13.1 We may transfer your personal information to the following which are located outside the European Economic Area (EEA), for example: the United States of America in order to utilise cloud storage and server facilities based overseas.
- 13.2 In relation to trips and educational visits that take place overseas, we organise an (occasional) school trip outside the EEA for pupils. In order to arrange this, we may need to transfer pupil information (name, age, medical, health or dietary information, emergency contact details and passport information) to travel agents, tour operators, airline and other transport companies, and providers of accommodation located outside of the EEA.
- 13.3 Non-EEA countries do not generally have the same data protection laws as the United Kingdom and EEA. However, where possible, we will share personal information only with countries which have been determined by the EU to provide adequate data protection safeguards. Where this is not the case, we will only share personal information with non-EEA organisations with your prior explicit consent under article 49.1(a) of the General Data Protection Regulation.
- 13.4 If you would like further information please contact our Data Protection Lead (see 'How to contact us' below). We will not otherwise transfer your personal data outside of the United Kingdom or EEA.

14 Your rights

- 14.1 Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:
- 14.1.1 fair processing of information and transparency over how we use your use personal information;
 - 14.1.2 access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address;
 - 14.1.3 require us to correct any mistakes in your information which we hold;
 - 14.1.4 require the erasure of personal information concerning you in certain situations;
 - 14.1.5 receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
 - 14.1.6 object at any time to processing of personal information concerning you for direct marketing;
 - 14.1.7 object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
 - 14.1.8 object in certain other situations to our continued processing of your personal information (for example, objecting to the use of photographs and videos of pupils on social media or for the purposes of marketing the School);
 - 14.1.9 otherwise restrict our processing of your personal information in certain circumstances; and
 - 14.1.10 claim compensation for damages caused by our breach of any data protection laws.
- 14.2 For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).
- 14.3 If you would like to exercise any of the above rights, please:



- 14.3.1 email, call or write to us - all correspondence to be marked for the attention of our Data Protection Lead (see 'How to contact us' below);
 - 14.3.2 let us have enough information to identify you – for example, your full name, relevant school and, if appropriate, name of the Pupil;
 - 14.3.3 let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and
 - 14.3.4 let us know the information to which your request relates.
- 14.4 If you would like to unsubscribe from any communications, please contact us to let us know (see 'How to contact us' below).
- 14.5 Any individual that wishes to access or amend their personal data, or requesting for it to be transferred outside the organisation, or who has some other objection to how their personal data is being used, should put their request in writing to the School's Data Protection Lead (see 'How to contact us' below).
- 14.6 The School will endeavour to respond to such written requests as soon as reasonably practicable and in line with any statutory timeframes. Regarding requests to access data, the School has one month to respond. Please note that the School will be better able to respond efficiently to requests that are clear and specific. If the request is manifestly excessive or similar to previous requests, the School may ask you to reconsider your request or charge an appropriate fee for dealing with it (where permitted under data protection law).
- 14.7 You should be aware that certain data is exempt from the right of access, such as information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts (though examiners' comments may be disclosable), nor any confidential reference given by the School for the purposes of the education, training or employment of any individual.
- 14.8 The School will endeavour to ensure that all personal data held is up to date and as accurate as possible. Individuals must notify their School Office of any significant changes to important information, such as contact details. Parents may request that out-of-date, irrelevant or inaccurate data is erased or corrected.

15 Pupil requests

- 15.1 Pupils can make subject access requests for their own personal data on their own behalf, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. Generally, a person with Parental Responsibility for a child can make a subject access request on behalf of a child, however the data itself is legally considered to belong to the child.
- 15.2 A pupil of any age may ask a parent or other representative to make a subject access request on his or her behalf. Parents should note that the child's consent or authority may need to be sought if the child is of sufficient age, which is generally assumed to be the age of 13 (although this will depend on the child and the data requested, including any relevant home circumstances). All requests will be considered on a case by case basis.

16 How to complain

- 16.1 We hope that we can quickly and satisfactorily resolve any query or concern you raise about our use of your information. Please contact our Data Protection Lead in the first instance.



- 16.2 We will utilise the Complaints Policy in the event that there is a complaint or concern that WGS has not complied with its data protection obligations.
- 16.3 The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/>. However, it is recommended that steps are taken to resolve the matter with the relevant organisation before involving the regulator.

17 Changes to this Privacy Notice

- 17.1 This Privacy Notice was published on 29 June 2018 and last updated on 29 June 2018.
- 17.2 We may change this Privacy Notice from time to time and when we do, a copy of the amended version will be available on the WGS website.

18 How to contact us

- 18.1 Please contact our Data Protection Lead if you have any questions about this privacy notice or the information we hold about you.
- 18.2 If you wish to contact our Data Protection Lead please:
- 18.2.1 send an email to: Bursar@wisbechgrammar.com; or
 - 18.2.2 write to c/o The Bursar; or
 - 18.2.3 call 01945 583631 extension 215.

19 Do you need extra help?

- 19.1 If you would like this notice in another format, please contact us (see 'How to contact us' above).