



Privacy notice for Parents and Guardians:

Under the new General Data Protection Regulations (GDPR) which come into effect on the 25th May 2018, individuals have a right to be informed about how the school uses the personal data that is collected and held about parents, guardians and their children. We comply with this right by providing 'privacy notices' to individuals when we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about parents, guardians and students.

Wingate School is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Peter Fazackerley.

The Personal Data We Hold:

Parents/ Guardians:

The personal data that we may collect, use, store and share (when appropriate) about parents and guardians includes but is not restricted to:

- Contact details e.g. name, address, telephone number, email address
- CCTV images captured in school for security purposes (e.g anyone entering the school premises)

Students:

The personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences (e.g. parent/guardian, carer), date of birth, identification documents
- Characteristics, such as ethnic background or special educational needs
- Details of any medical conditions including physical and mental health of students
- Student attendance information
- Student safeguarding information
- Details of any support provided for the student e.g. ESL support
- Photographs of students
- CCTV images captured in school for security purposes (e.g anyone entering the school premises)
- Student results of internal assessments and externally set examinations
- Student performance and progression records and reports
- Disciplinary and/or exclusion information regarding individual students

We may also hold data about students that we have received from other organisations (e.g. references and Reports from other schools in other countries).

Why We Use This Data:

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our education and pastoral services

- Administer admissions and waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Contact parents/guardians in an emergency
- Invoice parents/guardians for school fees
- Provide information for parents/guardians regarding the school or their child/children

Our Legal Basis For Using This Data:

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting This Information:

While the majority of information we collect about parents/guardians and students' is mandatory, there is some information that can be provided voluntarily by parents and guardians .

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data:

We keep personal information about parents/guardians and students while the child or children attend the school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about students.

Data Sharing:

We do not share information about parents/ guardians and students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about parents/guardians and students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The students family and nominated representative of the child/children
- Educators and examining bodies
- Our regulator [NABSS, BSO, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Health and social welfare organisations
- Professional advisers and consultants

- Charities and voluntary organisations
- Police Forces, courts or tribunals

Transferring Data Internationally:

Where we transfer personal data to a country or territory outside the EU, we will do so in accordance with the data protection law.

Parents and Pupils' Rights Regarding Personal Data:

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/guardians can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Acknowledge your request
- Give you a description of the information
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form within five working days

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the School Office or e mail protecciondedatos@wingateschool.com

Other Rights:

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact the School Office or e mail protecciondedatos@wingateschool.com

Complaints:

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the School Office or email protecciondedatos@wingateschool.com

Contact us:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Data Protection Officer - Mr Peter Fazackerley through the school office or by e mail protecciondedatos@wingateschool.com

WINGATE SCHOOL



GDPR – Parent/Guardian Declaration

1. I confirm that I have received and understood the GDPR Privacy Notice for parents/guardians and students.
2. I am aware of the details of both mine and my child/ children’s personal data that is held on file by the school **either on paper or electronically**
3. I have had the opportunity to review, update and amend both mine and my child/childrens data
4. I am aware of the internal arrangements for the retention of my child/children’s internally assessed work, coursework assignments, examination results.

Name of Child/Children :

1.
2.
3.
4.

Name of Parent/Guardian:

1.
2.

Parent/Guardian Signature:

3.
4.

Date: