

Privacy Notice

(Students & Parents)

Westborough High School is a data controller for the purposes of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)

Why do we collect and use your information?

Westborough High School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Students) (England) Regulations 2013.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students

Which data is collected?

The categories of student information that Westborough High School collects, holds and shares include:

- Personal information – e.g. names, student numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Post 14 Qualifications – ULN Number by the Learning Records Service

We are required by law to pass some information about you to the Local Authority and the Department for Education.

If you require more information about how the Local Authority and the Department for Education store and use your information, then please go to the following websites:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

How and why does Westborough High School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from.

Westborough High Schools primary reason for using your personal information is to provide educational services to your child.

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other students at the school.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets and complies with recommended health and safety procedures.
- We may take photographs or videos at school events to use on social media and on the school website. This is to show prospective parents and students what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.
- We may send you information to keep you up to date with what is happening at Westborough High School. For example, by sending you information about events and activities taking place (including fundraising events).
- We operate a cashless catering system at Westborough High School. This includes taking a snapshot of your child's fingerprint which converts into a numeric code which is a unique number to your child. This biometric numeric data is held securely and only accessed by the schools catering provider.

Sharing personal information with third parties

- In accordance with our legal obligations, we may share information with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police.
- Occasionally we may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.

- We may share some information with our insurance company, for example, where there is a serious incident at the school.
- If your child leaves us to attend another school we may need to provide that school with information. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent, guardian or carer.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate Interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you.

The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the school has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other students);
- Promoting the objects and interests of the school. This includes fundraising. It also includes making sure that we are able to enforce our rights against you.
- Facilitating the efficient operation of the school; and
- Ensuring that all relevant legal obligations of the school are complied with

In addition your personal information may be processed for the legitimate interests of others.

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal Obligation

Where the school needs to use your information in order to comply with a legal obligation, for example, to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the LA or the police where legally obliged to do so.

Public Interest

The school considers that it is acting in the public interest when providing education.

Security

All of the data processes and systems within Westborough High School have been rigorously checked and audited to ensure GDPR compliance. Records are held centrally detailing all information channels within Westborough High School, the systems and staff involved, and the appropriate evidence of security involved.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

Further information on Data Protection and Westborough High Schools GDPR compliance can be found by emailing the DPO at the school: uali@w-h-s.org.uk