

**BISHOP WORDSWORTH'S SCHOOL
PRIVACY NOTICE – PARENTS & PUPILS**

1. **The Law.** Bishop Wordsworth's School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations (GDPR) to inform parents and pupils how information ('data') that they supply on the registration form or by any other means is we used and processed. Note that pupils have the same rights as parents once they are old enough to understand their rights over their own data (generally considered to be age 12).

2. **Definition of Parent.** 'Parent(s)' refers also to guardian(s) or any person who has parental responsibility for the pupil or with whom the pupil lives eg a foster carer.

3. **Personal Data Held.** The data initially collected are: details of parental contacts, eligibility for pupil premium, travel arrangements, photograph permission, any Special Educational Needs (SEN), Medical conditions or personal difficulties, ethnicity and religion. We will inform you when it is not obligatory for you to provide data that we request. While a pupil is at the School we also collect information on: attendance, curricular and extra-curricular outcomes, safeguarding, any support provided, photographs and by CCTV images.

4. **Reason for Holding Personal Data.** All data are collected and processed as necessary to: provide data for the Statutory School Census and National Pupil Database, support pupil learning, monitor and report on pupil progress, provide appropriate pastoral care, protect pupil welfare, assess the quality of our services, carry out research and to comply with the law regarding data sharing.

a. **Legal Basis of & Purpose for Processing.** We only collect and use parents and pupils' personal data when the law allows us to. Some of the reasons listed below for collecting and using personal data overlap and there may be several grounds which justify our use of this data. Most commonly, we process it where we need to:

(1) Comply with a legal obligation including education legislation.

(2) Perform an official task in the public interest.

b. Less commonly, we may also process pupils' personal data in situations where:

(1) We have obtained consent to use it in a certain way.

(2) We need to protect the individual's vital interests (or someone else's interests).

5. **Data Retention.** Unless otherwise noted in the Data Retention Annex of the Data Protection Policy, (available on the Website) registration and other information collected while the pupil is at the School will be retained for the later of six years after the pupil has left the School or he reaches age 25. This is to enable the provision and general queries, particularly of lost exam results, and in order that any very late complaints may be investigated. The data will then be anonymised (ie all personal details removed that could identify individuals) so that it can be retained for statistical purposes. Information required for the SEND/Medical needs assessment for pupils who are offered places at the School will be retained by the SEN Coordinator for as long as it is relevant and required but not for longer than the periods specified in this paragraph.

6. **Data Sharing.** We do not share information about parents and pupils with anyone without consent unless the law and our policies allow us to do so. Information will be shared with the pupil's parents, suppliers and service providers and with other agencies as required, eg a school that a pupil attends after leaving this School, the Department for Education (DfE), the Local Authority and, by request, the Police. We are required by statute to share pupils' data with the DfE. This data sharing underpins school funding and educational attainment policy and monitoring. Any data processor that we, as the data controller, share data with for this purpose will be required by us to comply with all of the requirements of the Data Protection Act and of the GDPR.

7. **Right to Access, Rectify or Erase.** Parents and pupils over 16 have the right to access (by subject access request), have rectified or erased any of the personal data held (but not erased where the Law requires us to retain it) and ask: why we are holding/ processing the data, for how long we will keep it, where we obtained it (if not from them) and with whom it has been or will be shared.

8. **Other Rights.** All individuals have certain rights regarding how their personal data are used and kept safe, including the right to:

a. Object to the use of personal data if it would cause, or is causing, damage or distress.

b. Prevent them being used to send direct marketing.

c. Claim compensation for damages caused by a breach of the data protection regulations

9. **Identities.** The Data Controller is the School and the Data Protection Officer is the School's Bursar.

10. **Queries.** Any queries about this notice should be made to the Company Secretary.

11. **Complaints.** Parents and pupils may complain about the School's use of data to the Data Protection Officer and, if not satisfied, then to the Information Commissioner's Office at: ico.org.uk/concerns.

Please tick the Privacy Policy box and Data Exchange/GDPR box on MCAS to signify your agreement when you receive your login on 2 September 2022.