



Privacy Notice – Prospective Pupils

This is about how we use information that you supply to us about you (and or your child) and what we do with it. We call information about you (and or your child) “personal data” or “personal information.”

Wellingborough School is a Data Controller and the postal address for the School is:

Wellingborough School
London Road
Wellingborough
Northamptonshire
NN8 2BX

Data protection and confidentiality

You consent to the School collecting and using certain types of personal information relating to your child and where appropriate obtaining information about them from their previous school, local authority and/or the Department for Education (DfE), and also the use of relevant assessment software.

The School may also collect special category data including medical data and any information relating to court orders that are in place in relation to the care of your child, and any other information relevant to safeguarding and promoting child welfare.

The School will only process data in accordance with the six GDPR principles:

1. personal data shall be processed fairly, lawfully and in a transparent manner, and processing shall not be lawful unless one of the processing conditions can be met;
2. personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
3. personal data shall be adequate, relevant, and limited to what is necessary for the purpose(s) for which it is being processed;
4. personal data shall be accurate and, where necessary, kept up to date;
5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose/those purposes;
6. personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Retention of information

The school will keep information for as long as we need to or for as long as the law requires us to. Please refer to the Schools Record Retention Policy for specific retention details.

Your rights

- You can ask us for a copy of the information we have about you or your child
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information

- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

Full details regarding your rights can be found in the School's data protection policy, which is available on request from the School.