



Privacy Notice for pupils (also provided to parents and carers)

This notice might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

Who we are:

You already know that your school is Wellingborough School but we have to tell you that the School is the organisation which is in charge of your personal information. This means the School is called the Data Controller.

The postal address of the School is:

Wellingborough School
London Road
Wellingborough
Northamptonshire
NN8 2BX

If you want to contact us about your personal information you can contact our Data Protection Lead (DPL) who is Samantha Ransom, Assistant Bursar (Operations). You can speak to her in School, email her on data@wellingboroughschool.org or you can leave a letter at reception or send one by post.

How we use pupil information:

Wellingborough School collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support your learning e.g. Firefly
- monitor and report on your progress e.g. termly reports
- provide appropriate care for you
- support you with your career options e.g. Futurewise
- assess the quality of our services e.g. the Independent Schools Inspectorate (ISI), the Independent Schools Council (ISC)
- comply with the law about sharing personal data
- enter you for external exams with relevant Awarding Bodies e.g. AQA, OCR, Edexcel

The information we collect will include your contact details, date of birth, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We may also use photographs of you. More details about this is detailed in our Photograph Policy.



The use of your information for these purposes is lawful for the following reasons:

- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a school but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, it will normally be because there is a legal requirement on the School to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we use parents information:

Wellingborough School collects and holds personal information relating to parents. The information we collect includes; name, address, telephone number and email address.

We use this personal data to:

- update you on your child's progress with termly reports and regular assessment information
- communicate key messages about the school
- keep you up to date with events taking place at the school such as; Open Days, Family of School days, fundraising and social events etc.

We will normally communicate key messages to you via iSams, which is the Schools main database. If you do not wish to receive key messages from the School please contact data@wellingboroughschool.org. However if you decide to not receive any electronic communications from the School, you may miss out on important information about your child or events happening at the School.

When we give your information to others

Once our pupils reach the age of 13, we may be required to pass on certain information to relevant local authorities such as; Northamptonshire, Milton Keynes, Buckinghamshire, Bedfordshire or Leicestershire.

We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to relevant parties in Northamptonshire (or other relevant area) by informing Samantha Ransom. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please refer to your local

Updated September 2020



authority website.

The School offers careers support from Year 7, which includes an interview with the Head of Careers in Year 11. This is then used to match pupils with appropriate work experience. When seeking work experience opportunities the Head of Careers will only supply prospective companies with general information about our pupils such as year group, subjects being studied and career aspirations. Personal data such as name and address will only be shared once consent has been given by you for the School to do so.

You are also encouraged to carry out your own research and set up profiles with third parties such as:

- Futurewise
- Fast Tomato

Any personal data relating to careers will be shared with appropriate staff in School and stored in the pupil file.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

Samantha Ransom, Data Protection Lead
Wellingborough School
London Road
Wellingborough
Northants
NN8 2BX

The School is required to share information with the Department of Education (DfE) and Independent Schools Council (ISC) on an annual basis. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE and the ISC. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to:

<https://www.gov.uk/guidance/school-level-annual-school-census>

<https://www.isc.co.uk/research/annual-census/isc-annual-census-2018/>

The DfE and ISC may share information about our pupils with third parties, this will only take place where the law, including the law about data protection allows it or with organisations who promote the education or wellbeing of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

They have robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases

Updated September 2020



data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

<https://www.isc.co.uk/privacy-policy/>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

- Your new school if you move schools
- Disclosures connected with SEN support
- School Nurse
- School Wellbeing Team
- Multi Agency Safeguarding Hub (MASH) and any other associated agencies including CAMHS (Child and Adolescent Mental Health Service)
- United Kingdom Visa and Imigrations (UKVI) for non European Economic Area (EEA) pupils

The information disclosed to these people/services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

- The School is under a legal obligation to disclose the information or if disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it, but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

Updated September 2020



We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we do not know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it on our website or ask for a copy at reception.

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- 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.

There is more information in our Data Protection Policy or you can ask the Schools Data Protection Lead, Samantha Ransom.

The Policy can be found on the School website or you can ask for a copy at reception.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.