



WESTMINSTER UNDER SCHOOL

Privacy And Data Protection

This notice explains how Westminster Under School (“we” and “our”) uses (“processes”) personal data we collect about our prospective, current and former pupils (“you” and “your”) and their parents/guardians.

We have created this notice to demonstrate our firm commitment to your privacy. Data Protection Law gives individuals rights to understand how their data is used. You are encouraged to read this text and understand our obligations to the School community.

This Privacy Notice applies alongside any other information we may provide about a particular use of personal data, for example when collecting data via an online or paper form. This Privacy Notice applies in addition to other relevant terms and conditions and policies, which are available on request, including:

- any contract between the School and your parents/guardians;
- the School’s CCTV policy;
- the School’s Safeguarding and Health and Safety policies;
- the School’s IT policies, including its Acceptable Use policy; and
- the School’s Data Protection policy, Records Management policy and Records Retention policy.

A more detailed Privacy Notice is available here: <https://www.westminsterunder.org.uk/privacy/>

What sort of personal data does the School process?

The School routinely collects and stores:

- personal information of boys (such as name, photograph, date of birth, address and other contact details)
- characteristics (such as nationality)
- attendance information (such as registration, number of absences and absence reasons)
- relevant medical information (such as allergies)
- special educational needs information
- assessment information (such as reports and examination results)
- disciplinary information
- safeguarding information (including that sent by previous schools, where applicable)
- personal information of parents, e.g. name, email address, mobile phone number, etc. which you have supplied to us

How does the School obtain personal data?

Admissions forms and Registration Forms, often filled in by parents/guardians, give us lots of personal data. Pupils' former schools often give us appropriate and relevant information about them. We get information from pupils, their parents, their teachers and other pupils. Sometimes we get information from doctors and other professionals. CCTV, photos and video recordings are also personal data.

Why does the School use personal data?

We need to use personal data for the School to run efficiently, safely and to let others know what we do here. Here are some examples:

Information about pupils

- We need to tell teachers if pupils have an allergy or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe and detect crime.
- We may share pupils' academic and disciplinary records with their parents/guardians so they can support their education.
- We may use anonymous photographs or videos of pupils for the School's website and social media sites or prospectus to show prospective pupils what we do here and for teaching purposes.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the newsletter or on social media to tell people about what we have been doing.
- We may share details of medical conditions or other relevant information where it is in the pupil's interests to do so, for example: for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs.

Information about parents/guardians

- We use information about pupils' parents/guardians where we need this to help the School to run properly. For example, financial information for paying fees, their contact details and where they work so we can keep in touch, especially in case of an emergency.
- Sometimes we need information from parents/guardians about things that are happening at home which might have an effect on how pupils are feeling.

Who else sees my personal data?

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals in accordance with access protocols (i.e. on a 'need to know' basis). Occasionally, the School will need to share personal information relating to its community with third parties, such as:

- professional advisers (e.g. insurers, lawyers and accountants);
- regulatory bodies (e.g. the Independent Schools Inspectorate or the Charity Commission);
- Government authorities (e.g. HMRC, [DfE](#), the Police or the local authority);

other organisations (data processors) who carry out work on our behalf, but only with appropriate contractual assurances, e.g:

Microsoft, our cloud storage provider;

Clarion Call who are our mailing list provider;

GL Assessment for standardised assessment testing and for anonymised national benchmarks;

- people within school, but not employed by the school, who provide a service to you and your sons, e.g. visiting music teachers, 'Extras' coaches, etc.

How long do you keep personal data?

The School will keep personal data securely and only as long as necessary for legitimate and lawful reasons. Records considered to be of historic value, including pupil files, are kept in the School's archive for permanent preservation. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written permission.

Our legal basis for using personal data

The School generally relies on legitimate interests as the grounds for processing personal data. Where medical data is concerned, our obligation to safeguard pupils and protect their vital interests are relevant in addition to consent.

Your rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Bursar (details below). You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

If you have a concern about the way we are collecting or using your personal data, the Information Commissioner's Office (ICO) requests that you raise the matter with us in the first instance. If you continue to have concerns you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

Please contact the Bursar (bursar@westminster.org.uk) if you have any concerns or questions about the above information.