

Woodbridge School  
Data Protection Policy (including EYFS)

1. Other relevant policies and documents

- Online Safety Portfolio
- Safeguarding (including Child Protection) Policy
- Data Protection Acts including General Data Protection Regulations

2. Explanation of terms used in the policy

'The School' = Woodbridge School

Personal data= Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified

Sensitive personal data = Data such as:

- Racial or ethnic origin
- Political opinions
- Religious beliefs, or beliefs of a similar nature
- Where a person is a member of a trade union
- Physical and mental health
- Sexual orientation
- Whether a person has committed, or is alleged to have committed, an offence

Criminal convictions

Processing = Obtaining, recording or holding data

Data subject = The person whose personal data is held or processed

Data controller = A person or organisation that determines the purposes for which, and the manner in which, personal data is processed

Data processor= a person, other than an employee of the data controller, who processes the data on behalf of the data controller

Data Protection Officer = The School has appointed the Bursar as the Data Protection Officer (DPO)

3. Introduction

The School collects and uses certain types of personal information about staff, students, parents / carers and other individuals who come into contact with the School, in order that we may provide education and associated functions.

In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

This policy is intended to ensure that personal information must be dealt with properly and securely and in accordance with the Data Protection Act and other related legislation. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

#### 4. Data Protection Act

There are 8 Data Protection Principles as laid down in the 1998 Data Protection Act which must be followed at all times, unless an exemption applies:

- Data must be processed fairly, lawfully and may only be used for the specific purposes for which it was collected;
- Personal data shall be obtained only for one or more specific and lawful purposes;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;
- Personal data shall be accurate and where necessary kept up to date;
- Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose;
- Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. These include technical measures (such as firewalls) and organisational measures (such as staff training);
- Personal data shall not be transferred to a country outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

#### 5. Policy statement

The School is committed to maintaining the 8 principles outlined above. This means that the School will:

- Obtain consent if required for the processing of personal data (please note that consent may not be required if the processing is necessary for the School to undertake its obligations to students, and their parents / carers: for example under a contract, or to protect students or others from harm, to fulfil the lawful and legitimate interests of the School, or because of some right or obligation conferred on the School by law);
- If information is shared we will (except in occasional circumstances where it is lawful and appropriate not to do so) explain to those concerned why, with whom and under what circumstances;
- We will check the quality and accuracy of the information we hold;
- Apply our Confidentiality Policy and Information Security Policy and procedures therein to ensure that information is securely maintained;
- Review the data we hold at regular intervals to ensure personal information is not held longer than is necessary;
- Ensure that when information is properly authorised for disposal this is done securely;
- Ensure appropriate security measures to safeguard personal information whether that is held in paper files or on our computer system;
- We will share personal information with others when it is necessary and legally appropriate to do so;
- Train our staff so that they are aware of our policies and procedures;
- This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998 and subsequent legislation or regulation.

#### 6. Sensitive personal data

The School may, from time to time, be required to process sensitive personal data about staff, students or parents. Sensitive personal data includes medical information and data relating to religion, race, trade union membership and criminal records and proceedings. Where sensitive personal data is processed by

the School, the explicit consent of the subject will generally be required but there are circumstances where it is not: for example, where necessary to protect the vital interests of individuals, or where required by law (including in the context of employment) or by a statutory authority.

## 7. Data protection at the School

### 7.1 Data accuracy:

Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the School of a change of circumstances their records will be updated as soon as is practicable.

Where a data subject challenges the accuracy of their data, the School will immediately mark the record as potentially inaccurate and until resolved the marker will remain and all disclosures of the affected information will contain both versions of the information.

### 7.2 Data adequacy and relevance:

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.

### 7.3 Authorised disclosures:

The School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the School may need to disclose personal data – even sensitive personal data – without explicit consent for that occasion. These circumstances are generally limited to:

- Pupil data disclosed to authorised recipients related to education and administration necessary for the school to perform its statutory duties and obligations;
- Pupil data disclosed to authorised recipients in respect of safeguarding (health, safety and welfare);
- Pupil data disclosed to parents / carers in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the school;
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters; or
- where expressly requested by a relevant authority.

Only authorised and trained staff are allowed to make external disclosures of personal data and internal processing of personal data, in particular sensitive personal information, is handled by appropriate staff on a need-to-know basis. Data used within the School by administrative staff, teachers and those external agencies with which we work, will only be made available where the person requesting the information is a professional legitimately working within the School who need to know the information in order to do their work. The School will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything which suggests that they are, or have been, either the subject of or at risk of child abuse. See Safeguarding Policy for further information.

### 7.4 Subject Access Request:

Under the Data Protection Act 1998, users have a right to request access to information the School holds about them. This is known as a subject access request (SAR).

Subject access requests must be submitted in writing, either by letter, email or fax. Requests should include:

- **The user's name**

- A correspondence address
- A contact number and email address
- Details about the information requested

The School will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the user or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information **would not be in the child's best interests**
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

Subject access requests for all or part of the pupil's **educational** record will be provided within 1 calendar month, and in certain circumstances, a further 2 calendar months.

## 7.5 Data and computer security:

### Physical security

Appropriate building security measures are in place, such as alarms, window locks and deadlocks. Only authorised persons are allowed in the network server room. Laptops and printouts are locked away securely when not in use. Visitors to the school are required to sign in and out, to wear identification badges whilst in the school and are, where appropriate, accompanied whilst in the building (see Safeguarding Policy).

### Electronic data security

Security software is installed on all computers containing personal data. Only authorised users are allowed access to the computer files that are password protected. Computer files are backed up daily to a central, secure server.

### Procedural security

In order to be given authorised access to the computer network, staff will have to sign an Acceptable Use Policy (see ICT Policy). All staff are trained in their data protection obligations and their knowledge updated as necessary. Printouts as well as source documents containing confidential information are shredded before disposal (see Information Security Policy).

The School is liable as data controller for the acts of its staff, but individual members of staff should be aware they can be personally liable in law for security failures or wrongful disclosures including under the law of libel, confidentiality, or misuse of private information.

## 8. Whose Rights

**The rights under the Data Protection Act are the individual's to whom the data relates. Depending on the pupil's age and understanding, it may sometimes be necessary to rely on the pupil's consent rather than the parent's request.** Parents should be aware that in such situations they may not be consulted.

**The School will only grant the pupil direct access to their personal data if in the School's reasonable belief the pupil understands the nature of the request.**

Pupils may agree that the School may disclose their personal data to their parents or guardian, or it may be appropriate for the School to disclose anyway, but parents must understand that the School will have to make any such decision in accordance with the law.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes disclosure will be in the best interests of the pupil or other pupils.

#### 9. Use of Personal Information by the School

The School will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways. Should you wish to limit or object to any such use please notify the DPC in writing.

1. To make use of photographic images of pupils in School publications and on the School website. However the School will not publish photographs of individual pupils with their names on the School website without the express agreement of the appropriate individual.
2. For fundraising, marketing or promotional purposes and to maintain relationships with pupils of the School, including transferring information to any association society or club set up for the purpose of establishing or maintaining contact with pupils or for fundraising, marketing or promotional purposes.

#### 10. Disposal of Records

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records

#### 11. Training

Our staff and Governors are provided with data protection training as part of their induction process. Data protection will also form part of continuing professional development, where changes to legislation or the School's **processes make it necessary**.

#### 12. General Data Protection Regulation Compliance

We acknowledge that the law has changed on the rights of data subjects and that the General Data Protection Regulation came into force in May 2018. The School has adopted and implemented Privacy Policies which can be accessed via the Schools webpage.

#### 13. Complaints

Any complaints about this policy from outside the School should be made in accordance with the School's Complaints Policy. Any other complaints should be brought to the attention of the Bursar in the first instance.

Complaints that are in the public interest and relate to suspected malpractice may be appropriate to raise under the School's **Whistleblowing Policy**.

#### 14. Compliance and performance monitoring

The School Governors will review this policy every two years and ensure that practice across the school is in line with this policy. Any review will take into account the most up-to-date legislation and guidance.

The School has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- External Audit
- Internal Audit
- External review (by others in the same field)
- Governor visit/report
- Random testing by line managers

Author(s):	Bursar
Review frequency:	2 Years
Reviewed by School Committee:	Michaelmas Term 2018 v2
Next review due by:	Michaelmas Term 2020
References	Croners/ISBA

## Appendix 1

### PRIVACY POLICY FOR WEBSITE

This policy explains how Woodbridge School collects and uses information via its website. Please click on the following links for more information on how the Schools use information about students and parents.

[Information on how the School uses parents' information](#)

[Information on how the School uses students' information](#)

[Information on how the School uses staff information](#)

Contact email addresses:

[office@woodbridgeschool.org.uk](mailto:office@woodbridgeschool.org.uk)

[queenshouseoffice@woodbridgeschool.org.uk](mailto:queenshouseoffice@woodbridgeschool.org.uk)

[abbeyoffice@woodbridgeschool.org.uk](mailto:abbeyoffice@woodbridgeschool.org.uk)

#### 1. Introduction

(a) Woodbridge School (The School) is part of The Seckford Foundation, established by Thomas Seckford in the 16th century. Four centuries later, it continues to honour and engage in its founding articles of providing exceptional education and care for the young and elderly within the town of Woodbridge and surrounding areas

(b) The School educates some 850 pupils aged from 4-11 at Queens House and the Abbey to pupils aged 11- 18 at Woodbridge School. The School has an outstanding academic reputation.

(c) The Seckford Foundation IS A CHARITABLE COMPANY LIMITED BY GUARANTEE (NUMBER1110964) .

(d) **'The School/'we'/'us', for the purposes of this Privacy Policy, means both the** registered charity and the schools referred to above.

(e) The Site is a UK-based website and we take reasonable care to comply with the requirements of the UK Data Protection Act 1998 (**'the Act'**) relating to the personal information you supply on the Site.

(f) For the purposes of the Act, the data controller is the Seckford Foundation and it is registered as a data controller with the Information Commissioner for the United Kingdom.

#### 2. Your Personal Data

(a) From time to time we may ask you to supply personal data on the Site. Personal data is any information that enables us to identify you in some way, such as your name and an email address ('Information').

(b) If you supply us with any Information, we will ensure that your personal data is only used for the purpose for which it was requested and is held securely.

### 3. How we will use your Information

#### (a) Cookies

The Site uses cookies for analytical purposes as these will help us make improvements for the future. You may refuse to accept cookies by clicking "switch off cookies" at the bottom of any page on the Site, but if you do so parts of the Site may not work correctly. Information about your computer, such as your IP address, operating system and browser type, may also be used to examine usage trends, but this will not allow for any personal identification.

#### (b) Questionnaires, surveys, competitions or other similar activities

From time to time may ask you to complete questionnaires or surveys on the Site or invite you to participate in competitions and other similar activities. The personal data collected by us during the course of any such activity will only be used for the purpose stated on the Site in connection with that activity. You may also be given the opportunity to add your address details to our databases so we can contact you in the future. We will only use this information to contact you if you expressly give us permission to do so.

#### (c) Mailing Lists and Newsletters

We may offer you the opportunity to sign up to a mailing list and/or newsletter, but if you subsequently change your mind, you may opt out by notifying us at our Contact email address above.

#### (d) Requests for information

If you make a request for further information using the contact details given on the Site, the data will only be retained on our web servers as long as is reasonable. Please contact the school for more detailed information.

#### (e) Other communications

We may use your Information to notify you by email about important functionality changes and alterations to the Site, but if you do not wish to receive any such communications, please notify us using our Contact email address.

### 4. Updating your Information

If any of your Information changes, please notify us at the above Contact email address.

### 5. Links to Third Parties' Sites

We may provide links to other websites. Before supplying any personal information to any other website, we recommend that you check that website's Privacy Policy. We do not accept responsibility for the protection of any data supplied to other sites.

### 6. Who we may share your Information with

We will not sell, distribute or disclose your Information without your consent, unless required or permitted to do so by law.



## 7. Internet

The Site uses a security system that protects your Information from unauthorised use. However, as no data transmissions over the Internet can be guaranteed to be 100% secure, we cannot take responsibility for any unauthorised access or loss of personal information that is beyond our control.

## 8. Changes to Privacy Policy

Our Privacy Policy may change from time to time. In this case, the amended version will be published on the Site.

## 9. Social media platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened links in relation to social media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls.

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

## 10. Resources and further information

- Data Protection Act 1998
- Privacy and Electronic Communications Regulations 2003
- Privacy and Electronic Communications Regulations 2003 – The Guide
- Twitter Privacy Policy
- Google Privacy Policy

## Appendix 2

### Privacy Notice - Data Protection Act 2018- Students

#### How We Use Your Information - Privacy Notice for Students

##### INTRODUCTION

This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information. We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice please talk to your tutor.

##### WHAT IS "PERSONAL INFORMATION"?

Personal information is information that the School holds about you and which identifies you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

##### HOW AND WHY DOES THE 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. The School's primary reason for using your personal information is to provide you with an education.

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other students. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We may need to share information about your health and wellbeing with the School doctor or counsellor.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.

- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other students at the School.
- If you are from another country, we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where you will go when you leave us we may need to provide your information to other schools, Schools and universities or potential employers. For example, we may share information about your exam results and provide references. We may need to pass on information which they need to look after you.
- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at School or if there is a burglary.
- 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.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and (where fair) your behaviour records with your parents or guardian so they can support your schooling.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. If you would like more information about this you can read the Policy on Students' Use of ICT, Mobile Phones and Other Electronic Equipment or speak to your tutor.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective students what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School. We sometimes publish news stories detailing students who have performed particularly well. This may include publishing the name of the student, and a photograph.

- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. If you have concerns about us using photographs or videos of you, please speak to your Tutor.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs on our website and in the local news to tell people about what we have been doing.
- The School will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School may also:

- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the School;

- Collect information from publicly available sources about parents' and former students' occupation and activities, in order to maximise the School's fundraising potential;

- Should you wish to limit or object to any such use, or would like further information about them, please contact the School in writing

- We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about you when checking the security of our IT network; and

- We use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

If you have any concerns about any of the above, please speak to your Tutor.

## 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 Public Interest for most of the ways in which it uses your information.

Specifically, there is a Legitimate Interest in the School to:

- Provide you with an education.
- Safeguard and promote your welfare and the welfare of other children.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to build new buildings.

In addition, your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow students.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to your Tutor.

#### Legal obligation

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

#### Vital interests

For example, to prevent someone from being seriously harmed or killed.

#### Public interest

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

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

#### Substantial public interest

The processing is necessary for reasons of substantial public interest.

#### Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

#### Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

#### Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to your Tutor if you would like to withdraw any consent given.

## SENDING INFORMATION TO OTHER COUNTRIES

We may send your information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may:

- Store your information on computer storage based overseas, or
- Communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: [http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm).

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Bursar.

#### FOR HOW LONG DO WE KEEP YOUR INFORMATION?

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances, we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

The table below shows for how long we keep different types of information about you.

Type of information	Retention period or the criteria used to determine the retention period
Attendance Registers	Six years after the last date of an entry
Examination Results	Seven years after the student leaves the School
Admissions information	Kept until the student reaches the age of 18
Student files containing general information and specific information on any of the following: <ul style="list-style-type: none"> <li>• Learning support</li> <li>• Safeguarding</li> <li>• Complaints</li> </ul>	Kept indefinitely in line with current best practice
Medical Information	Kept for 7 years or until the student reaches the age of 23. All NHS paperwork is transferred to the Doctor's surgery when the student leaves the School

## WHAT DECISIONS CAN YOU MAKE ABOUT YOUR INFORMATION?

From May 2018, you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

The Bursar can give you more information about your data protection rights.

## FURTHER INFORMATION AND GUIDANCE

This notice is to explain how we look after your personal information. Your Tutor can answer any questions which you might have.

Please speak to your Tutor if:

- You object to us using your information for marketing purposes e.g. to send you information about School events. We will stop using your information for marketing purposes if you tell us not to; or
- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential.

The Bursar is in day to day charge of the School's data protection compliance. You can ask your Tutor to contact the Bursar or contact the Bursar yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk).

## Appendix 3

Privacy Notice - Data Protection Act 2018- Parents  
How We Use Your Information - Privacy Notice for Parents

Parent Privacy Notice

### INTRODUCTION

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

If you have any questions about this notice please contact the Bursar.

### WHAT IS PERSONAL INFORMATION?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

### HOW AND WHY DOES THE 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. The School's 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 use car details (about those who use our car parking facilities)
- 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.
- We may take photographs or videos of you 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 the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- The School will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School may also:
  - Contact parents and/or alumni by post and email in order to promote and raise funds for the School;
  - Collect information from publicly available sources about parents' and former students' activities, in order to maximise the School's fundraising potential and to ensure that the School can invite parents and former students to events relevant to their circumstances;
  - Should you wish to limit or object to any such use, or would like further information about them, please contact the Bursar in writing
    - We may use information about you if we need this for historical research purposes or for statistical purposes.

#### SHARING PERSONAL INFORMATION WITH THIRD PARTIES

- In accordance with our legal obligations, we may share information with local authorities, the Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice
- 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.
- If your child is not of British nationality we have to make sure that your child has the right to study in the UK. We might have to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.
- 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 about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.
- We may need to share information if there is an emergency, for example, if your child is hurt whilst on School premises.

- We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about you when checking the security of our IT network; and

- We use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

## 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 children);
- Promoting the objects and interests of the School. This includes fundraising;
- 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. For example, if you applied to another school they will have a legitimate interest in knowing if we have safeguarding concerns about your child.

If you object to us using your information where we are relying on our legitimate interests as explained above please contact the Bursar.

### 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 local authority or the police where legally obliged to do so.

### Vital interests

For example, to prevent someone from being seriously harmed or killed.

### Public interest

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

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

#### Substantial public interest

The processing is necessary for reasons of substantial public interest.

#### Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

#### Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

#### Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please contact the Bursar if you would like to withdraw any consent given.

### SENDING INFORMATION TO OTHER COUNTRIES

We may send your information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may:

- Store your information on cloud computer storage based overseas; or
- Communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: [http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Bursar.

### FOR HOW LONG DO WE KEEP YOUR INFORMATION?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances, we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

The table below shows for how long we keep different types of your information.

Type of information	Retention period or the criteria used to determine the retention period
Contact details included within student files	Kept indefinitely in line with current best practice
Financial records	Seven years
Contact details for past students and parents	Kept indefinitely

## WHAT DECISIONS CAN YOU MAKE ABOUT YOUR INFORMATION?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to
- You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer
- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy

The Bursar can give you more information about your data protection rights.

## FURTHER INFORMATION AND GUIDANCE

The Bursar is the person responsible at the School for managing, on a day to day basis, how we look after personal information and deciding how it is shared.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

This notice is to explain how we use your personal information. The Bursar can answer any questions which you may have.

Please speak to the Bursar if:

- You object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - [ico.org.uk](http://ico.org.uk).

## Appendix 4

### Privacy Notice - Data Protection Act 2018- Staff

#### PRIVACY NOTICE-STAFF

#### WHO WE ARE

**We, Woodbridge School, The Abbey and Queen's House (the School), are a data controller for the purposes of the Data Protection Act. The School has appointed Mr G Watson, the Bursar as a Data Protection Officer who will deal with all your requests and enquiries concerning the School's use of your personal data and endeavour to ensure that all data is processed in compliance with this Policy and Data Protection Law.**

#### WHAT THIS POLICY IS FOR

This policy is intended to provide information about how the School will use (or "process") personal data about its staff; This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. Staff are all **encouraged to read this Privacy Notice and understand the School's obligations to its entire community.**

This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:

- any contract between the School and its staff;
- the School's policy on taking, storing and using images of children;
- **the School's CCTV and/or biometrics policy;**
- **the School's retention of records policy;**
- the School's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- the School's IT policies, including its Acceptable Use policy, eSafety policy, WiFi policy, Remote Working policy and Bring Your Own Device policy.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, Trustees and service providers) should also be aware of and comply with this Privacy Notice the School's data protection policy for staff, which also provides further information about how personal data about those individuals will be used.

#### WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to staff, the School may process a wide range of personal data about individuals (including current, past and prospective staff,) as part of its daily operation.

Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its staff.

**Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.**

The School expects that the following uses may fall within that category of **it's (or its community's) "legitimate interests"**:

- Maintaining relationships with alumni and the School community, including direct marketing or fundraising activity;
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis and taxation records);
- To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's IT: acceptable use policy;
- For security purposes, including **CCTV in accordance with the School's CCTV policy; and**
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

In addition, the School may need to process special category personal data (concerning health, ethnicity, religion, biometrics or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required. These reasons may include:

- To safeguard staff welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so: for example for medical advice, or insurance purposes.
- In connection with employment of its staff, for example DBS checks, welfare or pension plans;
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

#### TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- car details (about those who use our car parking facilities);
- bank details and other financial information,
- images of staff (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with the School's policy)

#### HOW THE SCHOOL COLLECTS DATA

Generally, the School receives personal data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However in some cases personal data may be supplied by third parties (for example another School, or other professionals or authorities working with that individual); or collected from publicly available resources

#### WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Occasionally, the School will need to share personal information relating to its community with third parties, such as professional advisers (lawyers and accountants) or relevant authorities (HMRC, police or the local authority). For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance **with access protocols (i.e. on a 'need to know' basis)**. **Particularly strict rules of access apply in the context of:**

- medical records held and accessed only by the School doctor and appropriate medical staff under his/her supervision, or otherwise in accordance with express consent; and
- pastoral or safeguarding files.

Staff are reminded that the School is under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education](#)) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the **LADO or police**. **For further information about this, please view the School's Safeguarding Policy.**

**Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.**

#### HOW LONG WE KEEP PERSONAL DATA

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff personnel files is up to 7 years following departure from the School. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements. If you have any specific queries about how this policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact [name and contact details of relevant person handling such requests at School]. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data.

#### YOUR RIGHTS

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or for the School to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Bursar, Mr G Watson.



The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. The School will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the School may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any confidential reference given by the School for the purposes of the education, training or employment of any individual.

## CONSENT

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time. Please be aware however that the School may have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

## WHOSE RIGHTS

The rights under Data Protection Law belong to the individual to whom the data relates.

Staff are required to respect the personal data and privacy of others, and to comply with the School's policies, e.g. IT: acceptable use policy and the School rules.

## DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the HR department of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data, of who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

## THIS POLICY

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

## QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Data Protection Officer using the following contact details:

Mr G Watson  
Bursar  
Woodbridge School  
Marryott House  
Woodbridge

Tel: 01394 615000

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School complaints / grievance procedure and should also notify the Data Protection Officer. The School can also make a referral **to or lodge a complaint with the Information Commissioner's Office (ICO)**, although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.