



Wilson's School Privacy Notice for Pupils and their Parents/Carers

(How we use your personal information)

Wilson's School is the Data Controller for the personal data we hold about parents/carers of pupils at the school. If you would like to discuss anything in this privacy notice, please contact: Mrs C Lowe, Data Protection Officer, Wilson's School, Mollison Drive, Wallington, Surrey, SM6 9JW dpo@wilsonsschool.sutton.sch.uk

This privacy notice explains how we collect, store and use personal data about parents and carers of pupils at the school.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement and information from social services
- Records of your correspondence, notes of telephone calls and meetings and contact with us
- Details of any complaints you have made
- Bank details and financial information
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services or other agencies.

This list is not exhaustive.

Why we use this data

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements. We use the data listed above to:

- a) Report to you on your child's attainment and progress
- b) Communicate with you about your child's education, progress, attendance, behaviour and conduct
- c) Contact you in the event of an illness, accident, incident or emergency concerning your child
- d) Keep you informed about the running of the school, events and ways of supporting the school
- e) Process payments for school services, visits, catering services, donations
- f) Provide appropriate pastoral care
- g) Protect pupil welfare
- h) Assess the quality of our services
- i) Carry out research
- j) Comply with our legal and statutory obligations

- k) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- l) to meet the statutory duties placed upon us by the Department for Education (DfE)

Where you have given us consent to do so, we may send you marketing information by email or post promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent at any time by contacting us (see contact details at the top of this Privacy Notice).

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding and Child Protection Policy, IT Acceptable Use Policy, IT Security Policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

The lawful bases we rely on for processing pupil information are:

- Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of the official duties of a school e.g. providing pupils with an education, fulfilling safeguarding obligations and efficient management of the school
- Legal obligation: for example data collected for DfE census information
- Legitimate interests: for example, where processing of personal data is necessary for appropriate and genuine reasons except where the processing is unfair on you
- Vital interests: to keep children safe, protect health interests, this covers the use of personal data in a life or death situation

Consent: sometimes we may also use personal data where the pupil or the parent/carer has given permission to use it in a certain way. Where we require consent to use personal data it may be withdrawn at any time by the data subject.

In addition, concerning any special category data we will only process it where: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes; the processing is necessary for reasons of substantial public interest proportionate to the aim pursued; processing those data is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; processing is carried out in the course of our legitimate activities with appropriate safeguards; and/or processing is necessary for the purposes of carrying out our obligations and rights in the field of employment and social security and social protection law,

Some of the reasons listed for collecting and using pupil information overlap, and there may be several grounds which justify the use of personal data.

Collecting this data

Whilst the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily. Whenever we want to collect information from you we make it clear whether you must provide this information (and if so, what the possible consequences are of not

complying) or whether you have a choice.

Most of the information we hold about you will come from you, but we may also hold data about you from your child, other schools your child has attended, local authorities, government departments or agencies, police forces, courts or tribunals.

Storing this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at the school if this is necessary. We hold pupil data securely for the amount of time shown in our data retention procedures or for as long as the law requires us to (in relation to the basic pupil file this is until the pupil's 25th birthday). For more information on our data retention procedures please contact the Data Protection Officer. We have measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed or disclosed. We will dispose of your personal information securely when we no longer need it.

Who we share data with

We do not share information about our pupils with any third party without consent unless the law, our function or our policies allow us to do so. We may share personal information about you with:

- Local Authorities – to meet our legal obligations to share certain information, such as concerns about pupil's safety, exclusions or destination data;
- the Department for Education (DfE) or other government agencies – to meet our legal obligations as part of data collections such as the School Census (see below for more detail);
- Destination schools – on leaving Wilson's in the public interest of delivering education;
- Youth Support Services – as it has legal responsibilities regarding the education or training of 13-19 year olds;
- Educators and examining bodies – necessary for the performance of our education function;
- Trustees, Ofsted and Southwark Diocesan Board of Education – to enable them to evaluate the education we provide to our pupils which is in the public interest;
- Suppliers and service providers – to enable them to provide the services we have contracted them for e.g. payment systems, online homework systems, the school's management information system, new pupil registration systems, parent evening systems, filtering and monitoring service providers, signing in / out system, school photographer, travel companies and other providers in relation to school visits, and other providers of education support systems;
- Public Health England – via local NHS Trusts for health data collections e.g. vaccinations and immunisations;
- Health and social welfare organisations/third parties – to enable us to comply with our duty of care and statutory safeguarding duties for pupil welfare including: therapists, clinical psychologists, the school counsellor, the school nurse, CAMHS, safeguarding software systems (CPOMS), social workers, Education Welfare Officer;
- Charities and voluntary organisations;
- Police forces and law enforcement agencies, Prevent teams, courts, tribunals – in order to uphold law and order;
- Wilson's School Trust CIO.

This list is not exhaustive.

Transferring data internationally

Where we share data with an organisation that is based outside the UK we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. Please note that pupils must exercise their rights in relation to **their** personal data on their own behalf as long as they are competent to do so. To make a request for your personal information contact the Data Protection Officer.

You also have the right to:

- in some cases have personal data corrected if its inaccurate
- stop your information being used to send you marketing emails
- in some cases have personal data deleted or destroyed or restrict its use
- to object to what we are doing with your information
- withdraw your consent where you had previously given consent
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern 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/make-a-complaint/>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **11 March 2024**.