



Wakefield Grammar School Foundation

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

Company No 4258359
Registered Charity No. 1088415

QUEEN ELIZABETH GRAMMAR SCHOOL
WAKEFIELD GIRLS' HIGH SCHOOL

PRIVACY NOTICE – PARENTS / PUPILS

1. INTRODUCTION - WHO WE ARE

Wakefield Grammar School Foundation is a Registered Charity (Charity number 1088415) and a Company Limited by Guarantee (company number 4258359 registered in England) with its registered office at 158 Northgate, Wakefield, WF1 3UF.

W.I.S. (Education) Ltd is a subsidiary of Wakefield Grammar School Foundation.

Wakefield Grammar School Foundation (WGSF), referred to as 'the Foundation', is a family of single-sex independent day schools incorporating Queen Elizabeth Grammar School (QEGS), Wakefield Girls' High School (WGHS) and Mulberry House Nursery delivering education to children aged 3 - 18.

Wakefield Grammar School Foundation is the data controller of the personal information you provide to us. This means the Foundation determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Director of Finance and Operations acts as a representative for the Foundation with regard to its data controller responsibilities; they can be contacted at the registered office.

2. THE PURPOSE OF THIS PRIVACY NOTICE

This policy is intended to provide information about how the Foundation will use (or "process") personal data about individuals including its current and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents").

This information is provided because Data Protection Law gives individuals rights to understand how their data is used. Parents and pupils are all encouraged to read this Privacy Notice and understand the Foundation's obligations to its entire community. However, the Foundation has a separate Data Protection Policy and Privacy Notices applicable to its employees and other staff, hirers of facilities and job applicants.

This Privacy Notice applies alongside any other information the Foundation 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 Foundation's other relevant terms and conditions and policies, including:

- any contract between the Foundation and the parents of pupils;
- the Foundation's policy on Use of Images of Pupils policy;
- the Foundation's CCTV policy;

- the Foundation's Biometrics consent form;
- the Foundation's Data Retention, Storage and Disposal policy;
- the Foundation's Child Protection and Safeguarding Policy and any other pastoral, and health and safety policies, including as to how concerns or incidents are recorded; and
- the Foundation's ICT policies, including its ICT Acceptable Use policy, Social Media policy, and Bring Your Own Device policy.

Anyone who works for, or acts on behalf of, the Foundation (including staff, volunteers, governors and service providers) should also be aware of and comply with the Foundation's Privacy Notice and Data Protection Policy for Staff, which also provides further information about how personal data on those individuals will be used. Staff will also receive suitable training commensurate with their role.

Policies can be downloaded by following the link <https://wgsf.org.uk/article/about/policies>

3. RESPONSIBILITY FOR DATA PROTECTION

The Foundation has appointed Mrs. Sally Williams-McGlone as Data Protection Officer who will deal with all requests and enquiries concerning the Foundation's uses of personal data (see section 10 on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

She can be contacted at dataprotectionofficer@wgsf.co.uk Telephone 01924 231600.

4. WHY THE FOUNDATION NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to pupils and parents, the Foundation needs to process a wide range of personal data about individuals (including current, past and prospective pupils or parents) as part of its daily operation.

Some of this activity the Foundation will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a “**contract**” with its parents or its pupils.

Other uses of personal data will be made in accordance with the Foundation'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 Foundation expects that the following uses will fall within that category of its (or its community's) “**legitimate interests**”:

- For the purposes of pupil selection to confirm the identity of prospective pupils and their parents and retain a record, if appropriate, for the purpose of future applications or openings;
- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- 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);
- To enable relevant authorities to monitor the performance of the Foundation's schools and to intervene or assist with incidents as appropriate;

- To give and receive information and references about past and current pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the Foundation;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the Foundation's IT and communications systems in accordance with the Foundation's ICT: acceptable use policy;
- To make use of photographic images of pupils in Foundation publications, on the Foundation's website and (where appropriate) on the Foundation's social media channels in accordance with the Foundation's policy on the Use of Images of Pupils policy;
- For security purposes, including biometrics and CCTV in accordance with the Foundation's Biometrics consent and CCTV policies;
- To carry out or cooperate with any Foundation or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the Foundation's purposes, including to obtain appropriate professional advice and insurance for the Foundation.

In addition, the Foundation will on occasion need to process **special category personal data** (concerning health, ethnicity, religion, biometrics or sexual life) in accordance with rights or duties imposed on it by law "**legal obligation**", including as regards safeguarding or from time to time by explicit "**consent**" where required. These reasons will include:

- To safeguard pupils' 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 or other relevant information where it is in the individual's "**vital 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;
- To provide educational services in the context of any special educational needs of a pupil;
- To run any of its systems that operate on biometric data, such as for security and other forms of pupil identification (access to printers) ;
- As part of any Foundation or external complaints, or investigation process that involves such data, for example if there are Special Educational Needs (SEND), health or safeguarding elements; or
- 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.

5. TYPES OF PERSONAL DATA PROCESSED BY THE FOUNDATION

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);
- biometric information, which will be collected and used by the Foundation in accordance with the Foundation's biometrics policy.
- bank details and other financial information, e.g. about parents (or others) who pay fees to the school and any anti-money laundering information we are required to collect by law;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;

- where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- references given or received by the Foundation about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- correspondence with and concerning pupils and parents past and present; and
- images of pupils (and occasionally other individuals) engaging in Foundation activities, and images captured by the Foundation's CCTV system (in accordance with the Foundation's policy on the use of images of pupils policy);

6. HOW THE FOUNDATION COLLECTS DATA

Generally, the Foundation receives personal data from the individual directly (including, in the case of pupils, from their parents). 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 will be supplied by third parties (for example another school, or other professionals or authorities working with that individual).

7. WHO HAS ACCESS TO PERSONAL DATA AND WHO THE FOUNDATION SHARES IT WITH

For the most part, personal data collected by the school will remain within the Foundation, and will be processed by appropriate individuals only in accordance with access protocols. However, some functions are outsourced including school management information systems (SIMS) and IT systems, web developers or cloud storage providers. In accordance with Data Protection Law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the Foundation's specific directions.

Occasionally, the school, including its governing body, will need to share personal information relating to its community with third parties, such as:

- schools' Parent Teacher Associations [PTA} (if you are a parent and a member of the PTA, the Foundation may share, by agreed means, your contact details with the PTA. The PTA will be a separate data controller and the Foundation is not responsible for the PTA's processing of personal data);
- appropriate contractors such as visiting music teachers;
- examination boards;
- stage 3 complaints panels which include independent panel members. (occasionally the Foundation Governors will need to process parent or pupil information, such as when a complaint is raised and in accordance with the Foundation Complaints Procedure);
- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- government authorities (e.g. HMRC, DfE, CAF/CASS, Police or the Local Authority); and
- appropriate regulatory bodies (e.g. the [Independent Schools Inspectorate](#), the Charity Commission or the Information Commissioner).

Particularly strict rules of access apply in the context of "special category" data most notably:

- medical records. The Foundation needs to process such information to comply with statutory duties and to keep pupils and others safe. The Foundation will ensure only authorised staff can access information in accordance with strict protocols. However, there may be wider dissemination if needed for school trips or for catering purposes. Express consent will be sought where appropriate; and
- pastoral or safeguarding files.

However, a certain amount of any SEND pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Staff, pupils and parents are reminded that the Foundation is under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education or KCSIE](#)) 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 is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as Children's Social Services or Police. For further information about this, please view the Foundation's Child Protection and Safeguarding Policy.

KCSIE also requires that, whenever a child leaves the Foundation to join another school or college, his or her child protection file is promptly provided to the new organisation. The Foundation will retain a copy in accordance with the Data Retention, Storage and Disposal Policy.

8. HOW LONG WE KEEP PERSONAL DATA

The Foundation 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 pupil personnel files is 25 years from the date of birth although in certain instances this may be extended to 35 years from the date of birth. 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 our Data Retention, Storage and Disposal policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Data Protection Officer who can be contacted at dataprotectionofficer@wgsf.co.uk. However, please bear in mind that the Foundation will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

9. KEEPING IN TOUCH AND SUPPORTING THE FOUNDATION

The Foundation will use the contact details of parents, alumni and other members of the school community to keep them updated about the activities of the Foundation, or alumni and parent events of interest, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the Foundation will also:

- Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the school community, such as the Parent Teacher Associations; Old Savilians Club and In Touch – The Old Girls Association;
- Contact parents and/or alumni (including via the organisations above) by post and email in order to promote and raise funds for the school and, where appropriate, other worthy causes (e.g. charity days in support of specific causes);
- Should you wish to limit or object to any such use, or would like further information about them, please contact the Development Director in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the Foundation is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

10. YOUR RIGHTS

Individuals both pupils and parents have various rights under Data Protection Law to access and understand their own personal data held and processed by the Foundation, and in some cases ask for it to be erased or amended, or to have it transferred elsewhere, or for the Foundation to stop processing it – but subject to certain exemptions and limitations.

The Foundation 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 generally one month but actually fulfilling more complex or multiple requests may take 1-2 months longer).

- Rights of access, etc.

The Foundation will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the Foundation may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

If you consider that the personal data we hold on you is inaccurate, please let us know. However, the Foundation will not necessarily delete or amend views, opinions, notes or records purely on the request of an individual who disputes the account, although we may keep a record of all parties' viewpoints.

- Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt. This will include information which identifies other individuals (and parents need to be aware this may include their own children, in certain limited situations – please see further below), or information which is subject to legal privilege (for example legal advice given to or sought by the Foundation, or documents prepared in connection with a legal action).

The Foundation is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers), provide examination or other test marks ahead of their ordinary publication date, nor share any confidential reference held by the Foundation that was or will be given for the purposes of the education, training or employment of any individual.

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a proportionate legitimate interest identified in this Privacy Notice. Generally, if the Foundation still considers the processing of the personal data to be reasonably necessary, it is entitled to continue. All such requests will be considered on their own merits.

- Requests by or on behalf of pupils

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the Foundation, they have sufficient maturity to understand the request they are making (see section Whose rights? below). A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.

Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's. For older pupils, the parent making the request may need to evidence their child's authority for the specific request. Requests not considered in the child's best interests may sometimes be refused.

Pupils aged 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

- Parental requests, etc.

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The Foundation may consider there are lawful grounds for sharing with or without reference to that pupil.

Parents will in general receive educational and pastoral updates about their children, in accordance with the Parent Contract. Where parents are separated, the Foundation will in most cases aim to provide the same information to each person with parental responsibility, but may need to factor in all the circumstances including the express wishes of the child, court orders or pastoral issues.

All information requests from, on behalf of, or concerning pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.

- Consent

Where the school is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do rely on consent are: biometrics, certain types of uses of images, certain types of fundraising activity. Please be aware however that the Foundation may not be relying on consent but 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. a 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. However, the Foundation will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils – for example, under the parent contract, or via a form. Parents and pupils should be aware that this is not necessarily the same as the Foundation relying on strict consent (see section on Consent above).

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the pupil's age and understanding – to seek the pupil's consent, either alongside or in place of parental consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

In general, the Foundation will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare. That is unless, in the Foundation's opinion, there is a good reason to do otherwise.

However, 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, the Foundation may be under an obligation to maintain confidentiality unless, in the Foundation's opinion, there is a good reason to do otherwise; for example where the Foundation believes disclosure will be in the best interests of the pupil or other pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the Foundation's ICT: Acceptable Use Policy and the school rules.

11. DATA ACCURACY AND SECURITY

The Foundation 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 relevant school office 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 information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see section 4 above for details of why the Foundation may need to process your data and of who you may contact if you disagree.

The Foundation 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.

12. THIS POLICY

The Foundation 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.

13. QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Director of Finance and Operations, Governors' House, 158 Northgate, Wakefield. WF1 3UF

If an individual believes that the Foundation has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the Foundation complaints procedure and should also notify the Data Protection Officer. You 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.

Policies can be downloaded by following the link <https://wgsf.org.uk/article/about/policies>

More information for the general public regarding guidelines on the use of personal data can be found on the website of the [Information Commissioner's Office \(ICO\)](https://ico.org.uk/for-the-public/). <https://ico.org.uk/for-the-public/>