



The
Westminster
School



Privacy Notice for Pupils

*Safe Happy and Learning Together
Building foundations and providing
opportunities to create confident,
aspirational and independent members
of our community.*

Under data protection law, you have a right to be informed about how the school uses any personal data that we hold about you. To comply with this we provide a privacy notice to inform you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, The Westminster School are the data controller for the purposes of data protection law.

Our Data Protection Officer is Ms L Hadley and our Data Protection Lead in school is Mrs J Clarke (see contact section for details)

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your attendance records
- Your characteristics, like your ethnic background and your special educational needs
- Any medical conditions that you have
- Details of any behaviour issues or exclusions
- Your test results
- Photographs and videos
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with your parents/carers when we need to
- Check how you are doing and work out if you need any extra help
- Track how well the school is performing
- Look after your wellbeing

Our legal basis for using this data

We will mostly collect and use your information to comply with the law or provide you with an education.

Sometimes we may also use your information when you or your parent/carers have given us consent to do so or we need to protect your interests or someone else's interests - for example a medical emergency.

You may withdraw your consent at any time

Collecting pupil information

Whilst in most cases you or your parents/carers must provide the personal information requested, there are some occasions where you can choose whether or not to provide the data.

We will always tell you if it is optional and explain what might happen if you don't.

How we store your data

We will keep information about you while you are a pupil at our school. We may also keep it after you have left if it is required by law.

We have a data keeping schedule that Mrs Clarke will be able to provide you with.

Who do we share your information with

We may share personal information about you with the following people:

- our local authority
- your family and representatives
- the Department for Education (DfE)
- providers of alternative educational provision – for example Krunch, Work'n'Learn
- school nurse
- health authorities
- Health and social welfare organisations – for example CAMHs
- educators and examining bodies – for example BTEC
- Our regulator i.e. Ofsted
- Suppliers and service providers – for example Education City, Purple Mash, West Bromwich Albion
- Central and local government
- Charities and voluntary organisations – for example Action for Children, Changing Our Lives

We will not share any information about you with anyone outside of the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Youth Support services

When you reach 13 we have to pass on certain information about you to Sandwell Local Authority. This information allows the council to provide youth services, post 16 education and careers advice.

How to request access to your personal data

You can find out if we hold any personal information about you and how we use it by making a "subject access request".

Please see Mrs Clarke for further information

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if it would or is causing distress or harm
- Stop it being used to send you marketing materials
- Say that you don't want decision to be made by a computer (automated)

- Have it corrected, deleted or destroyed if it is wrong
- Restrict our use of it

Complaints

If you think we have done something wrong with your personal information you can make a complaint at any time by contacting Mrs Clarke in the first instance.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jessica Clarke – Data Protection Lead

The Westminster School, Curral Road, Rowley Regis, B65 9AN.

0121 561 6884