



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

PRIVACY NOTICE FOR PUPILS / POTENTIAL PUPILS

Watford Grammar School for Girls collects a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have with regard to this data.

Watford Grammar School for Girls is an Academy Trust school, company number 07348254, registered office at Lady's Close, Watford, WD18 0AE, registered as a company in England and Wales, and an exempt charity. We are well known for our rich academic curriculum, our strong and supportive pastoral care, and the wide range of extended activities that, taken as a whole, educate, encourage and empower our girls. The school motto is *Sperate Parati* - or 'Go forward with preparation' - which encapsulates our aim for every member of the school community.

We are proud of the strong academic traditions and the importance of service to others that have shaped the ethos of our school since its foundation by Elizabeth Fuller in 1704. We value hard work and nurture scholarship, always encouraging our girls to achieve excellence in all fields of study. The girls have the opportunity to excel at music, drama and sport, as well as to play an active role in the wider community by taking part in many charitable activities. Thus they learn to be their best selves: hard working, compassionate and high achieving in all areas of life.

We are a diverse and thriving community, founded on consideration, toleration and trust. Each girl is given opportunities to develop confidence and resilience both in and outside the classroom, and to develop a sense of personal responsibility that is best summarised in the maxim 'I can do it, and I will do it' - words which every member of the school learns and takes to heart.

As part of ensuring the effective running of our school it is essential that we hold and use data and information about parents/carers, pupils, staff, governors, and others with whom we have relationships. It is important to us that we do this professionally and in line with our statutory, moral and contractual obligations, and this notice is part of how we explain how we do this. Legally the school is a Data Controller under the Data Protection Act 2018 / the General Data Protection Regulation, and the responsible officer at the school is Zia Rehman who is Data Protection Officer.

Why do we collect and use pupil information?

Under the General Data Protection Regulation (GDPR) / Data Protection Act 2018, which came into force in May 2018, the school as Data Controller must have a lawful basis (under Article 6 of the GDPR/ Data Protection Act 2018) for all its collection and use of data, and make that clear as part of this notice.

We collect and use pupil information under the following lawful bases:

- a. where we have the consent of the data subject - and please note that in line with best practice it is considered that pupils under 13 cannot give their own consent;
- b. where it is necessary for compliance with a legal obligation;



- c. where processing is necessary to protect the vital interests of the data subject or another person;
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where the personal data we collect about pupils is sensitive personal data, we will only process it where lawful under Article 9 of the GDPR / Data Protection Act 2018, for example where:

- a. we have explicit consent;
- b. processing 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; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of UK, European Union or EU Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our Data Protection Policy for a definition of sensitive personal data.

We use the pupil data to support our statutory functions of running a school, in particular:

- a. to decide who to admit to the school;
- b. to maintain a waiting list for admissions;
- c. to support pupil learning;
- d. to monitor and report on pupil progress;
- e. to provide appropriate pastoral care;
- f. to assess the quality of our services;
- g. to comply with the law regarding data sharing;
- h. for the protection and welfare of pupils and others in the school;
- i. for the safe and orderly running of the school, including in support of systems managing pupil payments at the school, for example for meals;
- j. to record pupils' understanding of and consent to particular responsibilities they have while at the school;
- k. to promote the school;
- l. to communicate with parents / carers;
- m. to comply with laws or regulations which require us to collect and pass certain pupil data to other bodies concerned with education (see below under 'Who do we share pupil information with?')

The categories of pupil information that we collect, hold and share include:

- a. Personal information (such as name, unique pupil number, address, emergency contacts, details of any siblings, as well as evidence supporting identification such as copies of a pupil's birth certificate or passport pages);
- b. Background information including: information about any health, behavioural or personality observations from a previous school provided by that school or by a pupil's parents/carers, and acquired at the time of a pupil's entry to the school, which is necessary for the proper



understanding of and pastoral care of the pupil themselves; information about the pupil's family caring/parenting background especially where both parents do not cohabit; information about a pupil supplied by that pupil themselves relating to their transition from a previous school to this school;

- c. Characteristics (such as ethnicity, language/first language, religion if any, medical conditions as well as the pupil's usual doctor, nationality, country of birth and free school meal eligibility);
- d. Attendance information (such as sessions attended, number of absences and absence reasons, usual method of transport to/from school);
- e. Assessment information (such as results expected or obtained in examination, other information about a pupil's attainment or expected attainment or performance, and observations regarding reasons for levels of attainment expected or obtained);
- f. Information relating to any exclusions, incidents or behavioural matters arising while a pupil is on the school roll;
- g. Information about any Special Educational Needs a pupil may have, and any adjustments necessary to support such pupils, including but not limited to information supplied to the school by parents/carers;
- h. Information about where pupils go after they leave the school and what educational or other route they intend to or do pursue after they leave the school;
- i. Information recording the pupil's consent to any special responsibilities to safeguard, properly use or pay for equipment and materials (including IT equipment such as hand-held devices and laptops) while on school premises

From time to time and in certain circumstances, we might also process personal data about pupils, some of which might be sensitive personal data, including information about criminal proceedings / convictions, information about sex life and sexual orientation, child protection / safeguarding. This information is not routinely collected about pupils and is only likely to be processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a pupil is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about pupils when they join the school and update it during their time on the roll as and when new information is acquired.

As the school has a cashless catering system, we also act as data controller for biometric data about pupils in this regard. Our providers (currently CRB Cunninghams) are the data processors for this data and hold it on their systems. CRB Cunninghams are accredited to ISO 27001 standard for information security. Please see our Data Protection Policy for more details about our policy on the processing of biometric data. If you would like a copy of the statement on the safeguarding of data provided by CRB Cunninghams please request this from the Data Protection Officer, Zia Rehman.



Collecting pupil information

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where appropriate, we will ask parents / pupils (see below) for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of pupils on our website or on social media to promote school activities. Parents / pupils may withdraw consent at any time. We will record how and where consent is given or declined.

When pupils are deemed to be old enough to make their own decisions in relation to their personal data, we will also ask the pupil for their consent in these circumstances. This will usually be around the age of 13. Although parental consent is unlikely to be needed, we wish to take a collaborative approach so we will keep parents informed when we are approaching pupils for consent up to the age of 16. Pupils with the maturity to make their own decisions about their personal data may withdraw consent if consent has previously been given.

CCTV

The School also uses CCTV cameras around the school site for security purposes and for the protection of staff, pupils and others on site. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so. Please see our CCTV policy for more details.

Storing pupil data

We hold pupil data for the periods outlined in our Data Retention Policy, including for some periods of time after a pupil leaves the school. A copy of this policy can be obtained upon request from the Data Protection Officer. Data retention is carried out in line with the best practice promoted by relevant professional bodies, and currently follow the data retention guidelines in the Information and Records Management Society (www.irms.org.uk) Toolkit for Schools.

A significant amount of personal data is stored electronically, for example we currently hold personal data on our School Information Management database, SIMS. Some information may also be stored in hard copy format.

Data stored electronically may be saved on a cloud based system which may be hosted overseas, including outside of the UK/EU. If this happens we will take steps to ensure that the data is managed and protected as if it were covered by the same protections which apply in the UK/EU.

Personal data may be transferred to other countries, including countries outside the UK/European Union, for specific essential purposes – if, for example, we are arranging a school trip overseas including to non-EU countries. Appropriate steps will be taken to keep the data secure.

Who do we share pupil information with?

We routinely share pupil information with:



- schools that pupils attend after leaving us;
- our local authority, Hertfordshire County Council, including to comply with our legal obligation to pass certain information to them once pupils reach the age of 13 in order for them to discharge their responsibilities relating to the education or training of 13-19 year olds – see below for more information;
- a pupil's home local authority (if different);
- the Department for Education (DfE);
- school governors / trustees, but only we share identifiable information where that is essential and in line with the regular carrying out of the school's business;
- exam boards;
- post-16 education and training providers

Please note that a parent/carer can request that only their child's name, address and date of birth be passed to Hertfordshire County Council by writing to the Data Protection Officer. This right is transferred to the pupil once he/she reaches the age of 16.

From time to time, we may also share pupil information with other third parties including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists, and any health professionals treating pupils in the event of an emergency;
- Education Welfare Officers;
- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- music teachers if music lessons are arranged via the school;
- UCAS;
- our legal advisors;
- our insurance providers.

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Aged 14+ qualifications

For pupils enrolling for post-14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law allows or requires us to do so.



We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

As an Academy Trust, we are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census, under the Education Act 1996) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us – please contact the Data Protection Officer. This right is transferred to the child / pupil once he/she reaches the age 16.

Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers.

For more information about services for young people, please visit our local authority website www.hertfordshire.gov.uk

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data



collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For more information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, pupils, and in some circumstances, parents, have the right to request access to information about them that we hold ("Subject Access Request"). From the age of 13, we generally regard pupils as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a pupil to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the pupil and not their parent(s) on their behalf. This does not affect any separate statutory right parents might have to access information about their child.



Subject to the section below, the legal timescale for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Parents of pupils who attend academies, including our school, have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is an independent legal right of parents rather than a pupil's own legal right which falls outside of the GDPR, therefore a pupil's consent is not required even where a pupil is able to make their own decisions in relation to their personal data, unless a court order is in place which states otherwise.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of our data protection responsibilities.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or if you need to contact the Information Commissioner's Office directly please visit <https://ico.org.uk/concerns/>

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your



consent for that specific processing at any time. To withdraw your consent please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information

Contact:

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Zia Rehman, at the school.