



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

Watford Grammar School for Girls

Child-Friendly Summary Privacy Notice

This document is a special summary version of our full Privacy Notice for Pupils.

It tells you how the School uses information about you, how it keeps your information private, when we need to share it, why, and your privacy rights as someone we process information about.

If you have any questions about your privacy rights ask your Parent/Carer, a member of School staff or you can find full Privacy Notices on our website.

We want to inform you: We know you could be worried about how information from or about you is collected, kept and used by the School, and that is why we have written this special version of our official Privacy Notice for Pupils. We hope that it will help you to understand what we do to protect your privacy.

We need to follow the law: We have to follow data protection law. It tells us how to collect information about you in a fair way, and how we should use it fairly.

We also have to follow other laws and rules to keep children safe and to make sure that the School is well run.

We respect your privacy, and we work to keep your information safe and to only give it to people who need to see it when there is good reason.



Your Rights

- 1. You can find out how we use your information.** We keep full details of information we collect and process about you in our full official Privacy Notice for Pupils. You can find out what information we might keep about you, why we use it and who we might share it with. You can read this for yourself and/or discuss it with a parent/carer or teacher. A summary is given in this special version of the notice.
- 2. You can ask to see the information we hold on you.** For example, we might hold information about your emergency contacts, and you may wish to look at it to check that we hold the correct information
- 3. You can ask us to change information that is wrong.** For example, if we have recorded information about your subject choices incorrectly, you can ask us to have this put right
- 4. You can ask us to get rid of information when it's not needed anymore.** For example, if we do not need to retain details of music lessons you took a long time ago, you can ask us to have this removed from our records.
- 5. You can ask us to send your information on to someone else to use.** For example, if you are applying for a place at another institution after your GCSEs you can ask us to provide them with information about you, to help them make a decision about whether or not they will offer you a place.
- 6. You can ask us not to use your information if you think we have got it wrong, or to limit or change how we use your data.** There is no pre-set situation where you might need to do this and the School will have to consider your request in line with our obligations. Please note the School may have a good reason for using information in a particular way.
- 7. You can complain to the Information Commissioner if you think we have not collected or used your information fairly.**

This is the supervisory body for information and privacy issues in the United Kingdom.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



Using Your Rights

These Rights are part of the data protection law of the United Kingdom known as the General Data Protection Regulation (GDPR). The GDPR is recognised as equivalent in standing to the similar laws in the European Economic Area (EEA), and some other countries. If we have to send your information outside of these countries, we must use special legal agreements to make sure your information is safe and that your data is protected as if we still held it ourselves.

We deal with each request to use these Rights on its own merits and as required by law. You should note that if you are under 13 it may be judged that your parent/carer should exercise these Rights on your behalf, and if this is the case we will let you know and explain why.

Contact the School in the first instance if you need to exercise any of your Rights listed above. You can contact Michael Lewis, Data Protection Officer or Chris Wilshaw, Deputy Head & Safeguarding Lead.



The School may process the following types of information about you:

- a. Personal information (such as your name, address, emergency contacts);
- b. Background information which helps us provide you with the right care while you are at the School;
- c. Characteristics (such as ethnicity, language/first language, religion if any) – we have to take extra care and have good reason to process special types of information about you and the full Privacy Notice gives details;
- d. Your attendance and any reasons for absence;
- e. Assessment of your work and performance while at the School;
- f. Information about any exclusions, incidents or behavioural matters which may arise about you;
- g. Information about any Special Educational Needs you may have and any provisions we must make to help you;
- h. Information about what you do after you leave the School;
- i. A record of your consent to any special responsibilities to safeguard, properly use or pay for School equipment and materials while on school premises

Additional Information

As you move through your time at the School, and in certain circumstances, we might also process information about you which might be particularly 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 and will only be collected or used where that is essential to take proper care of you and others.

We collect information about you when you join the school and update it during your time at the School as needed.

As the school has a cashless catering system, we will hold some biometrics (that is, information that helps us physically recognise you) to make this work and this requires us to put in place extra safeguards. Please see our full Privacy Notice for Pupils for further information about this.

Your image will also regularly be captured by our School CCTV security system as you move around the School. This is in place to protect our whole School community and we have to take special steps to safeguard the information in this system. We have a separate CCTV policy which you can ask for if you would like to know more.



The School uses information about you for these reasons:

- a. to make decisions about who will join the School;
- b. to maintain a waiting list for entry to the School;
- c. to support your learning;
- d. to monitor and report on your progress;
- e. to provide you with the care you need as a pupil of the School;
- f. to help us assess how well we are doing as a School;
- g. to share with others as required by law – for example, if we are required to report to organisations which check the School's performance;
- h. for your protection, and for the protection of others, as part of our School community;
- i. to make sure we can run the School in a safe and orderly way, including for example to run systems managing pupil payments at the school, such as for meals;
- j. to record your understanding of and consent to responsibilities you will have from time to time as part of our School community;
- k. to promote the School;
- l. to communicate with parents / carers

Who We Share Your Information With:

As a matter of routine we share your information with:

- a school that you may attend after leaving us;
- our local authority, Hertfordshire County Council;
- your home local authority (if different);
- the Department for Education (DfE), the government department responsible for Schools in England;
- school governors / trustees, but only if essential;
- exam boards where you may be sitting exams;
- a post-16 education and training provider if appropriate

There are other people that we may share your information depending on the circumstances – for example, if you have music lessons arranged through the School we will need to share information with the provider. There is a complete list in our full Privacy Notice for Pupils.



How long do we keep your information?

We hold your information for as long as you are with the School, and after that we only keep what we need to keep by law or for other operational reasons.

We protect information about you when we have to share it, on the same basis as if we were retaining it safely ourselves.

For more information, see the official policy documents available on the School website here <https://www.watfordgrammarschoolforgirls.org.uk/about-us/policies-statutory-reports/> - please ask for help looking at these documents if you need it.

Further contact

You can ask us more about any of this or tell us if you think we have not respected your privacy.

We have appointed a Data Protection Officer (DPO) to make sure our Privacy Notice is correct and that we handle your information properly.

If you have any questions about this Privacy Notice or how we handle your personal information, please contact the DPO, Michael Lewis, at the school.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), see contact details above. This is the supervisory body for information and privacy issues in the United Kingdom.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.