



WESTMINSTER
SCHOOL

PRIVACY NOTICE FOR PUPILS

What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth and phone number. The School and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to you.

We collect some information about our pupils, like you, and their parents/guardians. It's our job to tell you how we collect the information, how we record it and how we use it. We also have other documents which provide more detail such as our Data Protection policy, CCTV policy, and several other ones which you can find on the Intranet and the School website. Your parents/guardians will have a more detailed privacy notice, which you can ask them or the School to show [you](#).

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people) is in charge of the information that is collected (this is us!).
- **Data processor:** This person processes information for us under our instructions.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The School's DPO is Judicium Consulting Ltd.
- **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.
- **Special category data:** This is personal data that needs more protection because it is sensitive.

Who looks after your information?

Westminster School is the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes the School has to give your information to other people, such as the government, but we will only give away your information when you say it is ok or when we have a lawful reason to do so (this will usually be known as 'legitimate and lawful reasons'). When we give your data to someone else, they must look after it and keep it safe.

What information do we collect and use?

The categories of information that the School collects and uses include the following:

- Personal information that can identify you – this includes information like your name, contact details and address.
- Characteristics – this includes information like what language you speak and your ethnicity.
- Safeguarding information – this includes important information that helps us to keep you safe from harm.
- Special educational needs and disabilities – this includes information about any additional needs you have that we need to support you with.
- Medical information – this includes information about your health and any medical conditions you have that we need to know about to keep you safe and well.
- Attendance information – this includes information about your attendance at School, how many times you have missed School, and why you could not come to School.
- Your assessment information – this includes information about any tests or examinations you take at School.
- Behavioural information – this includes information about any time you have been suspended or excluded from School and why.
- Extracurricular information – this includes information about any time you have taken part in a School organised trip, activity or event.
- Financial information – this includes information that helps us to make sure that pupils who need it receive additional financial support such as bursaries and grants where they qualify for it.
- Images – this includes photos, videos and CCTV images.

How does the School obtain your information?

Admissions forms and Registration Forms, often filled in by parents/guardians, give us lots of personal data. Your old school also gives us information about you. We get information from you, your teachers and other pupils. Sometimes we get information from your doctors and other professionals. CCTV, photos and video recordings of you are also personal data.

Why do we collect and use your information?

We need to use personal data for the School to run efficiently, safely and to let others know what we do here. Here are some examples:

Information about you:

- We need to tell your teachers if you have an allergy or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe and detect crime.
- We may share your academic and your disciplinary records with your parents/guardians so they can support your education.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and for teaching purposes.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the news to tell people about what we have been doing.
- We use biometric data for recording attendance and loaning library books.
- We may share details of your medical condition or other relevant information where it is in your 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.
- We will keep contact details when you leave so we can update you with School and alumni news and find out how you are getting on. See our separate Development Office and Alumni Relations Privacy Statement for more information: https://oldwestminster.org.uk/Privacy_Statement

Information about your parents/guardians:

- We use information about your parents/guardians where we need this to help the School to run properly. For example, financial information for paying fees, their contact details and where they work so we can keep in touch, especially in case of an emergency.
- Sometimes we need information from your parents/guardians about things that are happening at home which might have an effect on how you are feeling.

Special Category data

When we process 'special category' data, we must have another legal basis as well. Special category data is personal data which reveals a person's racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic data, biometric data (such as fingerprints), health, sex life or sexual orientation.

The main legal bases we rely on when we process this type of data is as follows:

- I. **The data subject has given explicit consent:** This is usually applicable where we ask for health, dietary information or biometric data (such as fingerprints).
- II. **The processing is necessary for performing any right or obligation which is imposed on the School in relation to employment, social security and social protection law (e.g. safeguarding individuals at risk; protection against unlawful acts; prevention against fraud):** This is usually applicable where we are performing our safeguarding duties to protect pupils.
- III. **It is necessary to protect the vital interests of any person where the data subject is physically or legally incapable of giving consent:** This could be relied upon in situations where someone has become seriously ill on our premises and we are asked by medical practitioners (such as paramedics), to share information we know about that person's health or allergies.

- IV. **The processing is necessary for the establishment, exercise or defence of legal claims:**
This allows us to share information with our legal advisers and insurers.
- V. **The processing is necessary in the substantial public interest:** This may be relied upon in circumstances where our processing is necessary to safeguard children or others at risk or where we respond to requests from the Police or law enforcement bodies, to assist in an investigation to prevent or detect an unlawful act.

How long will we keep your information and how do we keep it safe?

The School will keep personal data securely and only as long as necessary for legitimate and lawful reasons. Records considered to be of historic value, including pupil files, are kept in the School's archive for permanent preservation. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written permission.

Will your information be shared?

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals in accordance with access protocols (i.e. on a 'need to know' basis). Occasionally, the School will need to share personal information relating to its community with third parties, such as:

- professional advisers (e.g. insurers, lawyers and accountants);
- regulatory bodies (e.g. the Independent Schools Inspectorate or the Charity Commission);
- Government authorities (e.g. HMRC, DfE, the Police or the local authority); and
- other organisations (data processors) who carry out work on our behalf, but only with appropriate contractual assurances (e.g. Microsoft, our cloud storage provider)

What are your rights?

You can ask for your own personal data from the School (known as 'data subject access request'), but only if the School thinks that you are mature enough to understand what you are asking for. Usually, if you are at the Great School, you will be considered mature enough to make this request, but this will depend on your circumstances. If you are at the Under School, you might also be mature to understand this request however, this will depend on your circumstances too.

If you aren't sure about doing this yourself, you can ask your parents or legal guardian to make this request for you. Generally, parents can ask for this information on behalf of you, but the information still belongs to you. If you are at the Great School and your parent or legal guardian wants to make this request, the School may ask them to show that you agree to it.

You and your parents or legal guardians also have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

You also have the right not to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you want more information about how schools or other organisations use your personal data, you can contact the people who look after information, called the Information Commissioner's Office (ICO), on

0303 123 1113 or using their live chat which can be accessed through this link:
<https://ico.org.uk/global/contact-us/live-chat>

Will you need to read this again?

Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

The last time we changed this privacy notice was February 2025

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, the School's Data Protection Officer, will be happy to help you. You can contact them at dataservices@judicium.com