

WOLVERHAMPTON GRAMMAR SCHOOL

PRIVACY POLICY (STUDENTS AND PARENTS)

The following statement explains Wolverhampton Grammar School's (the school) policy regarding the personal information we collect about you.

How the School will use your information

- 1 This notice is aimed at prospective, current and former parents, guardians and students and explains how the school uses Personal Data that is covered by the Data Protection Act 1998 (the **Act**). The school may amend this notice at any time.
- 2 The purpose of the Act is to safeguard information about individuals. The Act covers issues such as data security, an individual's rights to access their Personal Data and use and the disclosure of Personal Data.
- 3 The school is a **Data Controller** under the Act. This means that it is responsible for compliance with the Act.
- 4 **Personal Data** is information about identifiable individuals that is held on a computer or is held in a file by reference to specific criteria concerning the individual. It also applies to some other records such as certain medical records.
- 5 The school has appointed the Bursar as its Data Protection Officer (**DPO**). Any questions you have in relation to this policy directed be sent to the DPO.

What Personal Data the School holds and how it is acquired

The School Website

The school website does not automatically capture or store personal information, other than logging the user's IP address and session information such as the duration of the visit and the type of browser used. This is recognised by the web server and is only used for system administration and to provide statistics.

Should you wish to contact us, you will be asked to submit some personal information (e.g. your name and email address). By entering your details in the fields requested, you enable us to provide you with information you require. Your message and details may be passed on to colleagues who are better able to answer your questions. Except as might be required by law, we do not share this information with external bodies.

CCTV

The school uses CCTV to monitor its premises and adjacent areas in order to maintain security and to prevent and investigate crime, and also in connection with its obligation to safeguard the welfare of students, staff and visitors to the School site. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the Act. Footage is retained for 30 days on external cameras and up to 7 days on internal cameras, and then securely destroyed in accordance with the School's Records Retention Policy.

Photography

The school uses photographic images in its publications and on its website. We will not publish photographs of individuals alongside their names without the agreement of the appropriate individual.

Admissions

As part of our admissions procedure the school collects details of candidates and their parents or guardians. This information may be used for administrative or legal purposes during the selection process. In addition, financial information is collected for the purposes of a bursary application where applicable. Should the application be unsuccessful this information will be securely destroyed in line with the school's Records Retention Policy unless there is an on-going query.

Students, parents and guardians

When a student accepts a place at the school further data may be collected in addition to that submitted as part of the admissions process. This might include: medical records and information, including details of any illnesses, allergies or other medical conditions suffered by students; personal details such as home address, date of birth and next of kin; information concerning student's performance at school, including their discipline record; school reports and examination results; financial information including information about the payment of fees; and biometric data (see below). This information is kept electronically on the school's information management systems and/or manually in indexed filing systems.

The school uses this information in order to safeguard and promote the welfare of its students, promote the objectives and interests of the school, facilitate the efficient operation of the school and ensure compliance with relevant legal obligations. Examples include: the school keeping details of medical conditions from which a student may suffer so that staff will be able to respond appropriately in the event of a medical emergency.

The school may receive requests from third parties to disclose personal data it holds about students, their parents or guardians. The school confirms that it will not disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. For example, the school will disclose such data as is necessary to third parties for the following purposes: to give a confidential reference to any educational institution which it is proposed that the student may attend; to disclose details of a student's medical condition where it is in the student's interests to do so, for example for medical advice, insurance purposes or to organisers of School trips. Where the school receives a disclosure request from a third party it will take reasonable steps to verify the identity of that

third party before making any disclosure. If the data requested can be anonymised the school will release the information in this form.

Biometric Data

The school collects, stores and processes students' biometric data via fingerprint scanning technology for the purpose of improved security for the door access control system and for use in the school's cashless catering system. Specific permission is requested from parents and/or guardians for the holding of this information and consent may be withheld or withdrawn at any time. Student biometric data will be deleted when the student leaves the school, or if for some other reason he/she ceases to use the biometric system.

Old Wulfrunians

Maintaining a relationship with our alumni is important to the school. The school's Development Office may use personal data you have given to the school and information in the public domain to keep in touch and to notify you of school events and activities you might find of interest. Your details will only ever be used by the school and its representatives, and will never be passed on to others without your express permission. If your details change or you wish to opt out of communications from us please contact development@wgs-sch.net

Archives

Records considered to be of historic value are retained in the school's archive indefinitely. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written consent

Further Information

If you would like any further information about anything in this notice, then please contact the Bursar via email: bursar@wgs-sch.net

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September 2016

Next Review:
September 2017