



Wakefield Grammar School Foundation

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CHANGE RECORD - REVIEW PERIOD YEARLY

Version	Date	Change details
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V1.3	June 2023	Reviewed Vicky Weeks

To be published on the following:

Staff shared	X	School website	X	ISI Portal	
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1. Who we are?

Wakefield Grammar School Foundation (WGSF), is a family of schools including:

- Queen Elizabeth Grammar School (QEGS) for boys aged 7 to 18 years old
- Wakefield Girls' High School (WGHS) for girls aged 7 to 18 years old
- Wakefield Grammar Pre-Preparatory School (WGPPS) for children aged 3 to 7 years old.

2. What is this about?

A law was made in 2018 which keeps your information safe, things such as your address and your birthday.

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 your information.

We collect some information about our pupils, like you. It is our job to tell you how we will collect the information, how we will record it and how we use it.

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

- **Data Controller:** this person (or group of people, like our school) is in charge of the information that we collect.
- **Data Processor:** this person handles the information for the data controller who tells them what to do with the information.
- **Data Protection Officer (DPO):** this person makes sure we do everything the law says we must do. For our school this person is called Mrs Weeks.
- **Personal data:** this means any information which can be used to identify you such as your name, your address, your birthday.

3. Who looks after your information?

The school is the data controller of the personal information you give 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 or our schools' inspectors but we will only share your information when you say it is alright to do so or when the law says the school has to. When your information is given to someone else, they must look after it and keep it safe.

4. Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. We must have a legal reason to collect your information. For our school the legal reason for collecting most of the information is known as "legitimate interests" which means we must consider the benefit to you before we ask for the information.

When we have collected it, here is how we use it:

- To give you a place at our school
- To support your learning, including after school and at school clubs and activities
- To monitor and report on your progress
- To provide you with the right amount of support
- To assess how we teach you
- To help look after you whilst you are in school
- To comply with the law

Sometimes we ask your parents to agree to the school recording special pieces of information about you such as your religion or information relating to your health.

5. What information do we collect?

The type of information the school collects, holds and shares include the following:

- **Your personal information** such as your name and address.
- **Your characteristics.** This means information about you, such as where you are from, what language you speak and things like that.
- **Your attendance information.** We record how many times you missed school and the reasons why you didn't come to school.
- **Your assessment information.** We collect your test results when you sit a test or as you learn about new things in the classroom.
- **Some of your medical information.** We keep information about how many times you have been ill and anything your parents tell us about special illnesses you may have which we need to know about to keep you safe
- **Your special needs in the classroom.** We collect information which helps us teach you better, such as any special educational needs you may have.
- **Behavioural information.** We record how well you behave in school, particularly if you have misbehaved, the number of times and the reasons why.
- **Photographs.** Using photographs of you, or filming you as you come into school or when you are in the playground, counts as processing your personal data. Sometimes we have to take photographs or film (CCTV) to help keep you safe or as part of your learning. Other times we may take photographs to celebrate the achievements of you or the school so use these on our website or to tell people about our school. Before we take or use your photograph we will either ask you (if you are old enough) or your parents to give us permission for us to take and use pictures of you.

6. Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information which you can choose whether to let us have it or not.

When we ask you for information which you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that is your choice.

7. How long will we keep your information?

We do not keep information forever, only for as long as we need it to help us do the task we need it for. We have a policy which tells us when to keep it and when to dispose of it. Any information we no longer need is either shredded or safely removed from our systems so no one else can use it.

8. Will your information be shared?

We will not share your information with anyone else without your permission, unless the law says we can or should. Any information will only be shared if it is absolutely vital. We may share information with

- The government (Department for Education) so they know who you are and that you are in school. They may ask us to share things like your name and birthday, how often you come to school, how well you are doing whilst at school. They have to share some of that information with other people who help schools and pupils like you. Do not worry, they keep your information safe and it will not be lost or given to anyone who should not have it;
- Doctors and nurses if you became poorly at school and we couldn't contact your parents, so you receive the right care;
- The people who inspect our school. We do this so they can see how well the school is providing you with an education;
- People whose job it is to make sure you are safe whilst in school and at home. This will include lunch staff who would need to know if you have an allergy;
- Travel companies / people whose job it is to book school trips to make sure that you are safe whilst on a school trip. We will share your information including any foods you cannot eat or medicines you take, along with who to contact in an emergency if you are poorly when not in school. We will only share this information where your parents have agreed to you taking part on the trip.
- Online learning companies so that you can take part in fun activities / lessons on your computer and your teachers can see how much you know and how well you are doing;
- If you leave, we will share your information with your new school

9. What are your rights?

You and your parents 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 do not want your information to be processed.

Sometimes the law will not allow us to comply with your request but if the information we are collecting is information which you can choose not to give, you can tell us to stop collecting it at any time.

If you are worried about how we get and use your information, you can speak to your teacher at the school. They will be able to help you and answer any questions you have. If you want to speak to

someone not at the school, you can ask your parents to call the people who look after your information so you can speak with them. They are called the Information Commissioner's Office. Their telephone number is 0303 123 1113.

10. Would you like to know more?

If you or your parents would like to find out more information about how we collect, use and store your personal information, then please see the policies page on our website where you will find our Data Protection Policy and other privacy notices [WGSF Policies](#)

11. Four important things to understand

- 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 if you have said yes before

12. This Policy

The school will update this Privacy Notice from time to time. Any big changes which affect your rights will be shared with you as soon as we can.