



Wakefield Grammar School Foundation

PRIVACY NOTICE – STAFF

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Author/Lead Job Title	Vicky Weeks, Compliance Manager
Consultation	Luke Noble, Digital Services
Checker Person Name / Title Quality Assurance	Jenny Cocker, Director of Finance and Operations
Name of Approver / Committee Date Approved	Jenny Cocker, Director of Finance and Operations 29.05.2025
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VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD YEARLY

Version	Date	Change details
V1.00	May 2025	Written Vicky Weeks

To be published on the following:

Staff shared	X	Website	X
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WGSF PRIVACY NOTICE – VISITORS

Introduction - who we are

Wakefield Grammar School Foundation (WGSF) is a Registered Charity (Charity number 1088415) and a Company Limited by Guarantee (company number 4258359 registered in England) with its registered office at 158 Northgate, Wakefield, WF1 3UF.

W.I.S. (Education) Ltd is a subsidiary of Wakefield Grammar School Foundation.

WGSF is the data controller of the personal information you provide to us and is committed to ensuring that the personal data of all visitors and members of the general public is handled in accordance with the principles set out in the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The Director of Finance and Operations acts as a representative for the Foundation with regard to its data controller responsibilities; they can be contacted at the registered office at 158 Northgate, Wakefield WF1 3UF.

What information might we collect or process?

When you visit the school or its premises or attend our events we may collect, store, and process the following categories of personal data about you: personal contact details such as name, title, addresses, telephone numbers, and email addresses; and potentially: car registration details; emergency contact information; copies of identification documents; bank account details; health and medical information; dietary requirements, information about disabilities you may have and other personal details included in written communications, or other information that you might provide to us.

We may also collect and process images such as CCTV images, video and photographic images.

Why do we collect or process your information?

The purposes of our holding this information are to manage visitors and events, to fulfil our legal obligations (e.g. health and safety legislation), to prevent or detect unlawful acts, ensure equality of treatment, and to process payments for goods or services purchased from us.

Website visitor data storage

When you visit our website we currently record your IP address. The data is kept for a short period of time as it is on a rolling deletion (usually this equates to holding approximately 1 day of visitor IP addresses to our site before being deleted). Some trusted third parties on our site may also collect visitor IP addresses.

What reason do we have for processing your data?

Most processing is based on our legitimate interests in running a business and fulfilling orders/requests. The amount of personal information shared within WGSF will be no more than is reasonably necessary.

Who might we share your data with and how long will we keep your data?

The Foundation will hold your personal data only as long as is necessary for the purposes it was collected for. The Foundation has a Data Retention Schedule which outlines how long different data is held (please visit the website [here](#)). We may disclose personal data about you to various third parties including:

- service providers (e.g. caterers, ticketing providers, database/website/email service providers);
- the press and media;
- our business/professional advisers; and in some circumstances:
- the emergency services, health and safety executive and similar organisations.

We will not disclose personal data without a good reason and a lawful basis.

Your rights

GDPR provides rights for data subjects which include: the right of access to and rectification or erasure of personal data or restriction of processing or to object to processing as well as the right to data portability. Where processing is based on consent you have a right to withdraw that consent at any time. You also have the right to make a complaint to the Information Commissioner's office about any aspect of how we are handling your data.

If you would like to exercise any of these rights, please contact the school's Data Protection Officer, Vicky Weeks, dataprotectionofficer@wgsf.net.