

Privacy/Data Collection & Sharing Policy

Westbourne School

Person(s) Responsible	Adam Anderson
Date Written	Sept 2024
Review Date	Sept 2025

Our contact details:

Name: Westbourne School

Address: 60 Westbourne Road, S10 2QT

Phone Number: +44 (0)114 266 0374

E-mail: enquiries@westbourneschool.co.uk

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it:

The personal information we process is provided to us directly by you for one of the following reasons:

- You have signed up to our Parent Portal
- You have submitted an enquiry
- You have connected to our WiFi network

We use the information that you have given us in order to identify you within our systems.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: privacy@westbourneschool.co.uk

(b) We need it to perform a public task.

(c) We have a legitimate interest.

How we store your personal information:

Your information is securely stored.

We keep your personal, contact and account details only for as long as is required/for as long as you remain an active member of our School's community. We will then dispose of your information by deleting any associated accounts or records held within our system.

Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact privacy@westbourneschool.co.uk if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at: privacy@westbourneschool.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>