



PRIVACY NOTICE

Students, Parents and Alumni

This privacy notice may need to be updated periodically so it is recommended that you revisit this information from time to time.

This version was last updated in **February 2026**

This Privacy Notice explains how and why the School stores personal information about students and parents (also refers to people with parental responsibility). It provides a guide to parents about the School's legal obligations and their own rights. Like any organisation which handles personal data, the school is defined as a 'Data Controller' and, as such, it is registered with the ICO (Information Commissioner's Office) and it complies with the Data Protection Act and UK General Data Protection Regulation. For the full Privacy Notice, please contact the school directly.

THE CATEGORIES OF STUDENT INFORMATION THAT IS PROCESSED INCLUDE:

For all Students	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts, Dietary requirements Copy of passport Medical practice address and telephone number Medical Information
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance Information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher assessment grades Standardised score results External exam results Standardised assessment results, reports to parents
	Other	Merits, sanctions and detention records, Incidental evidence of students' successes (certificates, trophies, celebration events etc)
For some Students (only if applicable)	Other	Court orders, Safeguarding records, SEND records, pastoral records, exclusion information,
All Parents and people with parental responsibility	Personal Information	Name, address, telephone number, email address, relationship to student, occupation, nationality
	Other	Financial information Emails and letters sent to and from the school Parent forms and surveys
Educational Guardians	Personal Information	Name, address, company (if applicable), telephone number, email address
Alumni	Personal Information	Name, Date of Birth, address, telephone number, email address, occupation
	Other	Year of leaving school, personal interests

WHY THE SCHOOL COLLECTS AND USES PERSONAL INFORMATION

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

The School collects and uses student information, for the following purposes:

- To support student learning
- To monitor and report on student progress
- Safeguarding students' welfare and providing appropriate pastoral (and where necessary medical) care
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Enabling students to take part in assessments, to publish the results of examinations and to record student achievements
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- To comply with the law regarding data sharing

The School uses the parents' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

These lists are not exhaustive.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases the School relies on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard students; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Woldingham School will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

The School processes criminal offence data under Article 10 of the UK GDPR.

The School's Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that it processes Special Category and Criminal Offence data under.

HOW THE SCHOOL COLLECTS & STORES PERSONAL INFORMATION

Woldingham school collects student information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous. It may also collect data from parents directly.

Student data is essential for the schools' operational use. Whilst the majority of student information provided to the School is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, the School will inform parents at the point of collection, whether parents are required to provide certain student information to the School or if there is a choice in this.

Woldingham School holds student data securely for the set amount of time shown in its data retention schedule – see Data Retention and Storage Policy.

WHO THE SCHOOL SHARES INFORMATION WITH:

The School routinely shares information with the following organisations:

- Institutions that the student attends after leaving Woldingham School
- The local authority
- The Department for Education (DfE)
- Independent Schools Council (ISC)
- Independent Schools Inspectorate (ISI)
- The Catholic Education Service (CES)
- The Catholic Schools Inspectorate (CSI)
- Standards and Testing Agency (STA)
- Children's Social Care (when safeguarding students' welfare)
- External professionals who visit school
- Law enforcement officials such as the Police
- The NHS
- The Home Office
- External examination Boards and Joint Council for Qualifications (JCQ)
- Suppliers and service providers with whom the School has a contract
- Voluntary organisations linked to the school

PURPOSE OF PROCESSING PERSONAL INFORMATION

We process personal data to support the School's operation as an independent day and boarding school, and in particular for:

- The assessment, selection and admission of students – including to confirm the identity of prospective students and their parents by running due diligence checks, and to retain a record if appropriate for the purposes of future applications or openings
- All administration relating to the delivery of education, including curriculum and timetable, monitoring and reporting on student progress, administration of examinations and the provision of student references (including after the student has left)
- Educational support and co-curricular activities including library services, higher education advice, administration of School sports and trips, and provision of School IT
- The safeguarding and wellbeing of students through the provision of pastoral care, and health care services
- Compliance with legislation and regulation including information required for inspection by the Independent Schools Inspectorate and the Catholic Schools Inspectorate and the provision of annual census information to the Catholic Education Service, the Independent Schools Council and Department for Education

- School administration including the management of student records, finance (including fees, invoices and accounts), the management and security of school property, including the provision of identity cards and CCTV, planning research and analysis, and the application of school rules
- Promoting and marketing the School
- The provision to parents, students and alumni of services provided by WPSA, WSHA and Marden Enterprises
- The management of our relationships with commercial customers of Marden Enterprises
- The involvement of parents and staff with WPSA and WSHA whose object is to engage in activities that build community within Woldingham School.
- The opportunity to support the School in the future where you have professional skills or experience that may benefit the School community through the alumni programme
- The management of our community education engagement activities

REQUESTING ACCESS TO YOUR PERSONAL DATA

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact privacy@woldinghamschool.co.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’.
- the right to ask us for copies of personal information the School has about you – this is called ‘right of access’, this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel the School has not used your information in the right way.

There are legitimate reasons why the School may refuse your information rights request, which depends on why it is processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t haven’t the right to

object, but you have the right to withdraw consent.

If you have a concern about the way the School is collecting or using your personal data, the School asks that you raise your concern with the School in the first instance, or with the Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where Woldingham School processes your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please contact privacy@woldinghamschool.co.uk. The School will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how your personal data is processed, please contact the School directly at privacy@woldinghamschool.co.uk. Your complaint will be acknowledged within 30 days of receipt and appropriate steps taken to investigate and respond without undue delay.

If you are not satisfied with the School's response, you may escalate your complaint to the Information Commission at: **Information Commissioner's Office**