



WESTMINSTER  
SCHOOL

# PRIVACY NOTICE FOR PARENTS AND PUPILS

Author: Andrew Thorpe-Apps  
Lead: Bursar & Chief Operating Officer

Shared Policy across Westminster Great School and  
Westminster Under School

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## WESTMINSTER SCHOOL

# PRIVACY NOTICE FOR PARENTS AND PUPILS

### ABOUT THIS PRIVACY NOTICE

We have created this Privacy Notice to demonstrate our commitment to your privacy. Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Data Protection law gives individuals rights to understand how their data is used. This makes the School a data controller of your personal information and this information is provided because Data Protection law gives individuals rights to understand how their data is processed.

This notice explains how Westminster Great School and Westminster Under School ("the School", "we" and "our") uses ("processes") personal data we collect about our prospective, current and former pupils, and their parents / guardians ("you" and "your"). It applies alongside any other information we may provide about a particular use of personal data, for example, when collecting data via an online or paper form. You are encouraged to read this text and understand the School's obligations to its entire community.

This Privacy Notice applies in addition to the School's other relevant terms and conditions and policies, including:

- Any contract between the School and the parents of pupils;
- The School's CCTV policy;
- The School's Safeguarding Policy;
- The School's Health and Safety Policies;
- The School's IT policies, including its Acceptable Use of Computer Network Policies; and
- The School's Data Protection Policy, Records Management Policy and Records Retention Policy.

The School has also produced a separate Privacy Notice, designed to be accessible to pupils.

Please also note that the School has a separate Data Protection Policy and Privacy Notices applicable to its employees and other staff.

### RESPONSIBILITY FOR DATA PROTECTION

The School has appointed the Head of Legal, Risk and Assurance as the lead of the data protection team who will deal with your requests and enquiries concerning the School's processing of your personal data (see section on "Your Rights" below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection law. You can contact the Head of Legal, Risk and Assurance via this email: [dataprotection@westminster.org.uk](mailto:dataprotection@westminster.org.uk).

## WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out our ordinary duties to staff, pupils and parents, the School needs to process a wide range of personal data about our community as part of our daily operations.

Some of this activity the School will need to carry out in order to fulfil our legal rights, duties or obligations – including those under a contract with our staff, or parents of our pupils.

Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided they do not involve special or sensitive types of data.

The School expects that the following uses will fall within that category of our (or our community's) "legitimate interests":

- For the purposes of pupil selection, to confirm the identity of prospective pupils and their parents, and retain a record (if appropriate) for the purposes of future applications or openings;
- To carry out credit, identity and source of funds checks, whether with previous schools and / or third-party sources or service providers, including for the purposes of verifying that parents are not subject to (or within the purview of) sanctions;
- To provide education services (including musical education, physical training or spiritual development, career services, and co-curricular activities to pupils), and monitoring pupils' progress and educational needs, including where such services are provided remotely (either temporarily or permanently);
- To report to and liaise with parents about their child's progress, welfare and development including by way of regular reports and parents' evenings;
- To organise and manage meetings, events and social engagements for pupils and parents;
- To maintain relationships with alumni and the School community, including by direct marketing or fundraising activity;
- For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background and relevant interests;
- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis);
- To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- To give and receive information and references about past and current pupils, including relating to outstanding fees or payment history, from any educational institution that the pupil attended or to where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School;
- To safeguard pupils' health and welfare and provide appropriate pastoral care (including following the requirements and recommendations of the Government's guidance including that presented in Keeping Children Safe in Education (KCSIE);
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's Acceptable Use of Computer Network Policies;
- To make use of photographic images of pupils in School publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's Terms & Conditions, Data Protection Policy, and Pupil Images Policy;
- For security purposes, including CCTV in accordance with the School's CCTV Policy;
- For the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the Police and other competent authorities;
- For regulatory record keeping / compliance purposes in respect of immigration requirements, as an employer and / or visa sponsor;
- To carry out or cooperate with any School or external complaints, disciplinary or investigation process;

- To promote the School to prospective parents and pupils; and
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

In addition, the School will on occasion need to process special category personal data (concerning health, ethnicity, religion, biometrics or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on us by law, including as regards safeguarding, or from time to time by explicit consent where required. These reasons will include:

- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of a pupil's health / medical condition or other relevant information where it is in the pupil's interests to do so: for example, for emergency medical care, to arrange the assessment and diagnosis of a pupil's health and medical conditions and special educational needs, for social protection, safeguarding, and cooperation with the Police or social services, for insurance purposes or to caterers or organisers of School trips who need to be made aware of dietary or medical needs;
- To comply with public health requirements;
- To provide educational services in the context of making reasonable adjustments for a pupil's disability and / or any special educational needs of a pupil;
- To provide spiritual education in the context of any religious beliefs;
- To run any of our systems that operate on biometric data, such as for security and other forms of pupil identification (for example, registration, lunch etc.);
- As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring, health and safety and immigration / visa sponsorship compliance) and to comply with its legal obligations and duties of care.

## **TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL**

The types of personal data processed by the School will include, by way of example:

- Names, addresses, telephone numbers, email addresses and other contact details;
- Car details (about those who use our car parking facilities);
- Bank details and other financial information, e.g.: about parents (or others) who pay fees to the School, and any source of funds and / or anti-money laundering information we are required to collect by law;
- Past, present and prospective pupils' academic, disciplinary, admissions, safeguarding and attendance records, and examination scripts and marks;
- Nationality and other immigration status information (e.g.: right to enter, live and work or study in the United Kingdom), including copies of passport information;
- Information about pupils' health and medical conditions, special educational needs and family circumstances / living arrangements;
- Contact details for next of kin;
- References given or received by the School about pupils, and relevant information provided by previous educational establishments and / or other professionals or organisations working with pupils;
- Correspondence with and concerning pupils and parents (past and present); and
- Images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with the School's policy on taking, storing and using images of children).

## **HOW THE SCHOOL COLLECTS DATA**

Generally, the School receives personal data from the individual directly (including, in the case of pupils, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However, in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities, or third-party service providers who credit and identity check parents and their source of funds); or collected from publicly available resources.

## **WHO HAS ACCESS TO PERSONAL DATA AND WITH WHOM THE SCHOOL SHARES IT**

### **Processing by third parties**

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e.: on a “need to know” basis). However, some functions are outsourced. In accordance with Data Protection law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the School’s specific directions.

### **Data sharing**

Occasionally, the School – including its Governing Body – will need to share personal information relating to its community of pupils and parents with third parties, such as:

- Appropriate contractors, such as visiting music teachers;
- Professional advisers (e.g.: lawyers, insurers, PR advisers and accountants);
- Examination boards;
- Third parties and their advisers in the event of a possible or actual sale, merger or other restructuring of the School; and
- Government authorities (e.g.: HMRC, DfE, CAFCASS, the Police, Home Office, a relevant public health / NHS body and / or local authority); and
- Appropriate regulatory bodies (e.g.: the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission etc.).

## **AUTOMATED DECISION-MAKING**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

- Where we have notified you of the decision and given you one month to request a reconsideration.
- Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
- In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, either we must have your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

## ACCESS TO, AND SHARING OF, SENSITIVE DATA

Particularly strict rules of access apply in the context of “special category” data, most notably:

- Health and medical / special needs records; and
- Pastoral or safeguarding files.

### Medical / health data

The School needs to process such information to comply with statutory duties and to keep pupils and others safe, but the School will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for School trips or for catering purposes. Express consent will be sought where appropriate. However, a certain amount of any relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

### Safeguarding data

The School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education [KCSIE]) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include notes on personnel or safeguarding files, low-level concerns records kept about adults (which may include references to pupils or family members), and, in some cases, referrals to relevant authorities such as the LADO, Children’s Services, CAMHS or the Police.

KCSIE also requires that, whenever a child leaves the School to join another school or college, their child protection file is promptly provided to the new organisation, along with any other information which the School’s Designated Safeguarding Lead considers material to the ongoing care needs of any pupil. Where appropriate, the School will consult with parents as to how these needs are best served, but ultimately the decision as to what information is necessary to share with the new school or college is a safeguarding question that must be reserved to the School. The School will retain a copy of the child protection file in accordance with its retention policy for material related to safeguarding matters.

For further information about this, please view the School’s Safeguarding Policy.

## HOW LONG WE KEEP PERSONAL DATA

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. In line with our Records Retention Policy, records considered to be of historic value, including pupil files, are kept in the School’s archive for permanent preservation. Personal data concerning living individuals, which is not in the public domain, is unavailable to researchers, unless the subject of the information provides written permission.

If you have any specific queries about how our Records Retention Policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the data protection team at [dataprotection@westminster.org.uk](mailto:dataprotection@westminster.org.uk). However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a “suppression record”).

## KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

The School will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, or alumni and parent events of interest, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School will also:

- Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community;
- Contact parents and / or alumni by post and email in order to promote and raise funds for the School and, where appropriate, other worthy causes; and
- Collect information from publicly available sources about parents' and former pupils' occupation and activities, in order to maximise the School's fundraising potential.

The School's Development Office has produced a comprehensive Privacy Statement which covers their activities in further detail. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to a particular address, email or telephone number).

## YOUR RIGHTS

Individuals (both pupils and parents) have various rights under Data Protection law to access and understand their own personal data held and processed by the School, and in some cases ask for it to be erased or amended, or to have it transferred elsewhere, or for the School to stop processing it – but subject to certain exemptions and limitations.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (this is generally one month, but actually fulfilling more complex or multiple requests, e.g.: those involving third-party information, may take 1-2 months or longer).

### Rights of access

The School will be better able to respond quickly to smaller, targeted requests for information made during term time. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a reasonable fee for the administrative costs of complying with the request, or in certain cases refuse the request (but only where Data Protection law allows it, and in accordance with relevant regulatory guidance).

If you consider that the personal data we hold on you is inaccurate, please let us know. However, the School will not necessarily delete or amend views, opinions, notes or records purely on the request of an individual who disputes the account, although we may keep a record of all parties' viewpoints.

### Requests that cannot be fulfilled

You should be aware that UK GDPR rights (including the right of access) are limited to your own personal data, and certain data is exempt. This will include information which identifies other individuals (and parents need to be aware this may include their own children, in certain limited situations – please see further below – or information that is subject to legal privilege [for example, legal advice given to or sought by the School, or documents prepared in connection with a legal action, or where a duty of confidence is owed by a legal adviser]).

The School is also not required to:

- Disclose any pupil examination scripts (or other information consisting solely of pupil test answers, potentially including mock examination scripts or other types of examinations /

- tests used to assess performance – although markers' comments may still be disclosable if they constitute pupil personal data); or
- provide examination or other test marks ahead of their ordinary publication date, nor share any confidential references held by the School that was (or will be) given for the purposes of the education, training, appointment or employment of any individual.

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a proportionate legitimate interest identified in this Privacy Notice. Generally, if the School still considers the processing of the personal data to be reasonably necessary, it is entitled to continue. All such requests will be considered on their own merits.

### **Requests by or on behalf of pupils**

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making (see section "Whose Rights?" below). A pupil of any age may ask a parent or other representative to make a subject access request on their behalf.

Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's. For older pupils, the parent making the request may need to evidence their child's authority for the specific request. Requests not considered in the child's best interests may sometimes be refused.

Pupils aged 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Slightly younger children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

### **Parental requests**

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The School may consider there are lawful grounds for sharing with or without reference to that pupil.

Parents will in general receive educational and pastoral updates about their children, in accordance with the Parent Contract. Where parents are separated, the School will in most cases aim to provide the same information to each person with parental responsibility, but may need to factor in all the circumstances including the express wishes of the child, court orders, or pastoral issues.

All information requests from, on behalf of, or concerning pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case-by-case basis.

### **Consent**

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do rely on consent are: certain types of uses of images, certain types of fundraising activity etc. Please be aware, however, that the School may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice or may otherwise exist under some form of contract or agreement with the individual (e.g.: an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

### **Whose rights?**

The rights under Data Protection law belong to the individual to whom the data relates. However, the School will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils – for example, under the School's Terms and Conditions, or via a form. Parents and pupils should be aware that this is not necessarily the same as the School relying on strict consent (see section on Consent above).

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the pupil's age and understanding – to seek the pupil's consent, either alongside or in place of parental consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

In general, the School will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, e.g.: for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare. That is unless, in the School's opinion, there is a good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withdraws their agreement to their personal data being disclosed to their parents, the School may be under an obligation to maintain confidentiality unless, in the School's opinion, there is a good reason to do otherwise; for example, where the School believes disclosure will be in the best interests of the pupil or other pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the School's Acceptable Use of Computer Network by Pupils and the School's General Regulations.

### **DATA ACCURACY AND SECURITY**

The School will endeavour to ensure that all personal data held in relation to an individual is as up-to-date and accurate as possible. Individuals must notify the relevant person of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under data protection law): please see above for details of why the School may need to process your data, or who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems.

### **QUERIES AND COMPLAINTS**

If you would like to discuss anything within this Privacy Notice or have a concern about the way we are collecting or using your personal data, we request that, in the first instance, you raise your concern with the Head of Legal, Risk and Assurance ([dataprotection@westminster.org.uk](mailto:dataprotection@westminster.org.uk)).

We have appointed a Data Protection Officer (DPO) to oversee compliance with Data Protection and this Privacy Notice. If you have any questions about how we handle your personal information which cannot be resolved by the Head of Legal, Risk and Assurance, then you can contact the DPO using the details below

Data Protection Officer	Judicium Consulting Limited
Address	5th Floor, 98 Theobalds Road, London, WC1X 9WB
Email	<a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>
Web	<a href="http://www.judiciumeducation.co.uk">www.judiciumeducation.co.uk</a>
Telephone	0345 548 7000 (Option 1, then 1)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for Data Protection issues at <https://ico.org.uk/concerns>.

### **CHANGES TO THIS PRIVACY NOTICE**

This Privacy Notice was updated in February 2025. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.