

Westfield Academy

Stiby Road, Yeovil BA21 3EP

How We Use Your Personal Data - Privacy Notice for Parents and Carers

1. Introduction

Under the General Data Protection Regulations (GDPR) we are required to tell you how and why we collect your personal data and what we do with that information. We also need to tell you what decisions you can make about your own data.

Personal Data is information that the Academy holds about you and which identifies you. This may include:

- Personal details such as your name and address
- Contact details such as telephone numbers, email addresses for you and other relatives
- Information regarding financial transactions you make with the academy including banking details
- Information about your relationship with your son/daughter

This data will be collected from a range of sources. Much of it will be given to us by you or by your son/daughter. Your son/daughter's previous school will give us some information as may other outside organisations such as the Local Authority, the NHS or other professionals.

2. Our legal grounds for using your information

As a public body we are allowed to use your data because it is necessary to carry out tasks in the public interest. We do not need your consent to use this data provided we use it for purposes that you would reasonably expect a school to use your data for. In particular the Academy has a public interest in:

- Providing your son/daughter with an education and other opportunities
- Safeguarding the welfare of your son/daughter and the welfare of other students
- Ensuring the safe and efficient operation of the school
- Meeting the obligations that are given to us by outside organisations including local and national government.

If we wish to use your data for any purpose which you would not reasonably expect us to do, we must ask for your consent in advance. If you give us consent you can later withdraw it at any time.

At times the Academy may need to use your personal data to fulfil a legal obligation, in particular to protect the best interests of a student or to respond in an emergency situation. In these circumstances consent is not required.

3. How we use your data and whom we share it with?

Most of your personal data is stored securely and electronically on school servers or on servers located off-site. Some of your data will be in paper files which will be stored securely in locked filing cabinets in offices.

To allow us to run the school efficiently, provide your son/daughter with an effective education and to ensure their safety we have to share your data with a range of different organisations. Examples of these types of organisations include:

- The Local Authority
- Other Schools
- School Management Software suppliers
- Travel companies and places that your son/daughter visits on school trips
- Other public bodies such as social services, NHS, the police

A complete list of all the organisations we share information with is published on our school website www.westfieldacademy.co.uk under Data Protection. All organisations with whom we share data also have to comply with GDPR and we have taken reasonable steps to ensure this.

4. How long do we keep your data?

We will only keep your data for as long as it is necessary for us to do so. We will follow the guidance published by the Information and Records Management Society. In most cases this means we will keep your data for nine years after your son/daughter leaves school, then we will destroy it.

5. What decisions can you make about your data?

You can make various decisions about your data. Your rights are as follows:

- If the data we hold is incorrect you can ask us to correct it
- You can ask to see the information we hold about you by making a Subject Access Request. A form to help you do this is on the Academy's website
- In some circumstances you can ask us to delete the data, providing we no longer need the information

6. Contacts and how to raise a question or concern

If you have any questions about this Privacy Notice or wish to raise a Data Protection matter please contact Mr M Payne, Data Protection Officer through the school office.

If you are unhappy with any aspect of Data Protection at Westfield Academy you can contact the Information Commissioner's Office at www.ico.org.uk