

# WCS Easy Read Privacy Notice: Parent & Students' Data



**Willingdon Community School** would like to tell you about our Privacy Notice

This is an easy read version of our full privacy notice.



You can read the full version on our website.

[www.willingdonschool.org.uk](http://www.willingdonschool.org.uk)



This privacy notice will help you understand:

How we collect personal information about you

What personal information we collect



How we use the information and who we share the information with



How long we keep your information



We must give you this information by law.



The law is called the UK General Data Protection Regulation  
(UK GDPR)

## *What is personal information?*



Personal information can be:

Name, address, telephone number, date of birth



Name
Address
Phone Number

Contact details for members of your family and support networks

Name
Address
Phone Number



Sensitive types of personal information can be:



Race, beliefs or sexual orientation

Information about health related conditions or disabilities, incl SEND details

## ***Collecting and sharing your child's personal information?***

We may need to share your child's information with other organisations



These can include:

Schools or FE providers, that the students attend after leaving us

Our local authority

The Department of Education (DfE)

Careers Services



## ***How we use your child's personal information***



We use your child's personal information to support their teaching and learning

To keep children safe



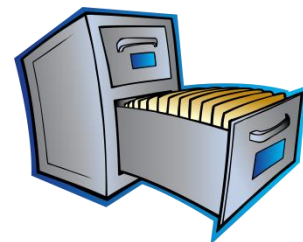
To monitor and report on their progress

## ***How long do we keep your child's information?***

We keep your child's records until the year in which they turn 25. If your child has special circumstances we may keep these records longer.



Our retention schedule lists how long we keep all types of information.



We destroy all records securely.



## ***The law and collecting your child's information***



By law we need to educate your child

Name	_____
Address	_____ _____ _____
Phone Number	_____

To do this we are allowed to collect your child's personal information



This lets us support your child's teaching and learning.

The laws which allow us to do this are:



**Children Act 1989**

The Children's Act 1989

The Data Protection Act 2018



UK General Data Protection Regulation



We only share information when we need to and it is in line with the law.



Under the UK General Data Protection Regulation, you have the right to:

- Know what we are doing with your child's information and why
- Ask to see your child's information by making a subject access request
- Ask us to think about correcting any mistakes or wrong information
- Say no to any direct marketing
- Make a complaint to the Information Commissioners Office (ICO)



You may also be allowed to:



- Ask us to delete your child's information



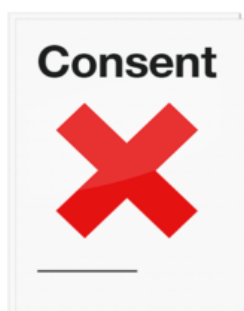
- Have your child's information sent electronically to you or another organisation



- Say no to decisions being made that significantly affect your child



- Say no to how we use your child's information



- Stop us using your child's information in certain ways



We will try to meet your request.



But we may have to keep or use your child's information to follow legal duties



### *How we look after your child's personal information*



How we look after personal information:



- We have security in place to help stop information from being lost or used in the wrong way



- We limit access to your child's personal information to the people who need it to make sure they are meeting the child's needs



- Those who must use the information will do so confidentially

**CONFIDENTIAL**

- We will deal with any security breaches in line with the law and our own internal processes.



## ***Additional information***



**Willingdon**  
COMMUNITY SCHOOL

If you wish to make a complaint about how your information is being used please contact us at:

[office@willingdonschool.org.uk](mailto:office@willingdonschool.org.uk)

To make a complaint to the UK Information Commissioners Office (ICO) go to:

[www.ico.org.uk](http://www.ico.org.uk)

or telephone 0303 123 1113

