



## Privacy Notice

<b>Applies to</b>	Whole School
<b>Responsibility</b>	Bursar
<b>Date reviewed</b>	Michaelmas 2025
<b>Next review</b>	Michaelmas 2026

## **1. Introduction**

Wells Cathedral School ("the School") is committed to protecting the privacy and security of personal data. This Privacy Notice explains how we collect, use, and share personal information about pupils, parents, staff, and others, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data Use and Access ACT 2025 (DUAA).

## **2. Who We Are**

Wells Cathedral School, Ltd  
The Bursary  
College Road  
Wells  
BA5 2SX

Telephone: +44 (0)1749 834 200

Email: [main-office@wells-cathedral-school.com](mailto:main-office@wells-cathedral-school.com)

Data Protection Officer: Bursar / [bursar@wells-cathedral-school.com](mailto:bursar@wells-cathedral-school.com)

## **3. What Information We Collect**

We collect personal data directly from individuals and sometimes from third parties. The information we collect may include:

### **a. Pupils**

- Name, date of birth, gender
- Contact details and address
- Academic records and progress
- Special educational needs
- Medical information
- Attendance and behaviour data
- Photos and videos (e.g., for school use, website, yearbooks)
- Safeguarding information
- Ethnicity, religion (where required and lawful)

b. Parents/Guardians

- Name, address, contact details
- Relationship to the pupil
- Bank/payment details (for fee collection)
- Communications with the school

c. Staff and Contractors

- Contact details, employment history
- Qualifications and training records
- Payroll, pensions, and tax details
- Disciplinary and performance information
- DBS checks and references

#### **4. Why We Collect and Use Personal Data**

We process personal data for the following purposes:

- To provide a safe and effective education
- To support pupil learning and development
- To monitor and report on pupil progress
- To communicate with parents and guardians
- For safeguarding and child protection
- For fee administration and financial planning
- To comply with legal and regulatory duties (e.g., to the DfE, Ofsted, ISC, ISI)
- For employment and staff management
- For school marketing and promotional materials (with consent where required)

## 5. Legal Basis for Processing

Under UK GDPR, our legal bases for processing include:

- Compliance with a legal obligation
- Performance of a contract
- Vital interests (e.g., in a medical emergency)
- Legitimate interests (e.g., running the school effectively)
- Consent (where required, such as for using photos in marketing)

## 6. How We Store Personal Data

We take appropriate technical and organisational measures to protect personal data. Information is stored securely in physical and digital formats. We retain data only for as long as necessary, in line with our Data Retention Policy.

## 7. Sharing of Personal Data

We may share personal data with:

- Government departments (e.g., DfE, local authorities)
- Education bodies (e.g., exam boards)
- Healthcare professionals
- Our legal and professional advisors
- IT and cloud service providers
- Other schools (e.g., for transitions)
- Law enforcement or safeguarding bodies (when legally required)

We do not sell or rent your personal data to third parties.

## 8. International Transfers

In some cases, personal data may be transferred outside the UK (e.g., use of overseas IT services). When this happens, we ensure appropriate safeguards are in place.

## **9. Your Rights**

Under data protection law, you have the right to:

- Access your personal data
- Request correction or erasure of your data
- Object to or restrict processing
- Withdraw consent (where applicable)
- Data portability (in some cases)

To exercise your rights, please contact the Data Protection Officer.

## **10. Complaints**

If you have a concern about how we handle your data, please contact us directly. You can also raise a complaint with the Information Commissioner's Office (ICO): [www.ico.org.uk](http://www.ico.org.uk) | Tel: 0303 123 1113

## **11. Updates to This Privacy Notice**

We may update this notice from time to time. The latest version will be published on our website and available upon request.

## **Contact Us**

If you have any questions about this privacy notice or how we handle your personal data, please contact: Bursar / [bursar@wells-cathedral-school.com](mailto:bursar@wells-cathedral-school.com)