



THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through School'

*"A community of learners where partnerships inspire success for all:
learning together, achieving excellence"*

Executive Headteacher: Mrs F A Dean MA (Ed), NPQH, MCCT

Head of School: Mrs J Edwards BA (Hons), PGCE

Pupil Privacy Notice

Introduction

This Privacy Notice explains how The Westgate School collects, uses, stores and shares personal data about pupils. It reflects the latest requirements of the UK GDPR, the Data Protection Act 2018, and amendments introduced under the Data (Use and Access) Act 2025 (DUAA 2025).

What Personal Data We Collect

We collect personal data including name, date of birth, contact details, safeguarding information, medical and health information, exam data, behavior and attendance records, special educational needs details, CCTV images, online activity logs, photographs, and biometric data where consent has been given.

Why We Collect and Use Personal Data

We use pupil data to provide education, ensure safeguarding, meet legal duties, monitor progress, maintain school operations, support wellbeing, manage learning platforms, and enable communication with pupils and parents. We also use certain data for public examinations, reporting to the Local Authority, and ensuring site and digital security.

Our Legal Bases for Using Personal Data

We rely on the following:

- **Public Task:** Educating pupils and complying with statutory functions.
- **Legal Obligation:** Safeguarding, reporting duties, court orders, immigration checks, public health requirements.
- **Vital Interests:** Protecting a child where they are at risk of serious harm.
- **Consent:** Use of photographs, videos, and biometric systems (where offered as an option).
- **Legitimate Interests:** As permitted under UK GDPR and DUAA 2025.
- **Recognised Legitimate Interests:** Activities automatically considered lawful, including safeguarding, crime prevention, IT and network security, and public safety.

Special Category Data

We process sensitive data (e.g. health, ethnicity, SEND, biometric data) under substantial public interest, provision of education, safeguarding, or explicit consent.

Automated Decision-Making (ADM)

Where school systems use automated or semi-automated processes (e.g., digital safeguarding alerts, IT monitoring, exam access assessment tools), pupils have rights to understand how decisions are made, request human review, and challenge automated decisions.

Monitoring, Cookies and Digital Systems

The school monitors use of email, internet, and digital devices to ensure safety, comply with safeguarding duties, and maintain system security. DUAA 2025 allows certain low-risk cookies without explicit consent; however, the school maintains full transparency and offers opt-out options.

Data Sharing

We share data with the Local Authority, government departments, exam boards, other schools, police and safeguarding partners, IT service providers, health and SEND professionals, insurers and legal representatives — only where legally permitted or required.

International Transfers

If data is transferred outside the UK, we ensure the destination country maintains a level of protection that is not materially lower than UK legal standards (DUAA 2025 requirement).

Retention

Pupil records are retained until at least age 22, or longer where legally required.

Your Rights

Pupils have the right to access their information, request correction, request deletion where appropriate, restrict processing, and receive data in a portable format. Under DUAA 2025, the school will conduct a reasonable and proportionate search when responding to Subject Access Requests.

Data Protection Complaints

Concerns or complaints should be raised with the Data Protection Officer. If unresolved, pupils or parents may contact the Information Commissioner's Office (ICO).

Contact Details

Data Protection Officer: Senior Site and Facilities Strategic Lead – Mr. Pay
The Westgate School, Cheriton Road, Winchester SO22 5AZ
Email: westgate.hants.sch.uk/our-school/contact – FAO Data Protection Officer
Phone: 01962 854757