

Website Privacy Notice (GDPR Compliant)

The School is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold on you as a visitor of the School website. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

This notice applies to all visitors of the School website.

Data Controller details

The School is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich Spa, Worcestershire, WR9 0AA 01905 774421

Data Protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way;
- collect your data only for reasons that we find proper in ways that have been explained to you;
- only use it in the way that we have told you about;
- keep your data for only as long as we need it;
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

Types of data we process

We may hold many types of data about you, including:

- your computer or mobile device IP address;
- what device and internet browser you use.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to carry out legally required duties
- where something is done in the public interest.
- in order for us to carry out our legitimate interests

- to protect your interests

All of the data outlined above processed by the School falls into one of the permitted reasons. Generally, we will rely on the first two reasons set out above to process your data. For example, we could to collect your personal data in order to:

- ensure our administrative and IT systems are secure and robust against unauthorised access.
- in order to endeavour that the website is compatible and accessible by all authorised computers, mobile devices and internet browsers

We also need to collect your data to ensure we are complying with legal requirements such as:

- Making reasonable adjustments for disabled users

We do not need your consent in order to carry out our legal obligations or exercise specific rights in law. However, we may ask for your consent to allow us to process certain data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn

Sharing your data

Your data will be shared with the ICT Support Team within the School only where it is necessary for them to undertake their duties.

We will not share your website data with third parties without consent.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Please refer to our Data Protection, Data Breach and Retention Policies for more details.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data. All of our Data Protection policies are available on our website at <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/> or paper copies can be obtained from the schools Data Protection Officer whose contact details are shown at the end of this privacy notice

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for. Retention periods can vary depending on why we need your data and are set out in our data retention policy and retention schedule which is available on the school website as outlined above.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice;
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available on our website as outlined above or paper copies can be obtained from the schools Data Protection Officer or Chief Privacy Officer whose contact details are shown at the end of this privacy notice
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it;
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it;
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct;
- the right to portability. You may transfer the data that we hold on you for your own purposes;
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests;
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision-making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact *The Head of Governance and Compliance who is the Schools appointed Data Protection Officer* in respect of its data protection activities and can be contacted at Droitwich Spa High School and Sixth



Form Centre, Briar Mill, Droitwich Spa, Worcestershire, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Data Protection Officer

The School's Data Protection Officer is the *Head of Governance and Compliance* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich Spa, Worcestershire, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk