



William Henry Smith Specialist College

Privacy Notice for Parents and Carers

Policy Details

Status:	In-house
Frequency of review:	Annually
Lead member of staff:	Leanne Clarke
Responsibility of:	Leanne Clarke
Last reviewed:	Summer 2025
Next Review Date:	Summer 2026
Policy Number:	CWC11

1. Introduction

This Privacy Notice explains how The William Henry Smith Specialist College (“the College”, “we”, “us”) collects, uses, stores and shares personal information about our learners and their families/carers. We are committed to being transparent about how we use your data and to meeting our data protection obligations.

We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Data Controller: The William Henry Smith Specialist College

Providence Street, Elland, HX5 9DL

Data Protection Officer (DPO): Lisa King

Lisa.king@thesmithfoundation.org.uk

01484 710123

3. The Personal Data We Collect

About learners:

- Full name, date of birth, gender, and national insurance number
- Address and contact details
- Emergency contact information
- Educational history and current learning needs
- EHCPs (Education, Health and Care Plans)
- Behavioural information and safeguarding data
- Medical information, allergies, dietary needs
- Learning assessments, progress, and attainment
- Photographs and video (for safeguarding, ID, promotional, and educational purposes)
- Attendance and access records
- Financial information related to bursary or funding applications

About parents/carers:

- Names, addresses, contact details

- Relationship to learner
- Information related to consent and parental responsibility
- Involvement in learner's education and care planning

4. Why We Use Personal Data

We use this data to:

- Support learner education, development, and well-being
- Monitor and report on progress
- Provide appropriate pastoral care
- Administer funding and bursaries
- Comply with legal obligations (e.g. safeguarding, health & safety, SEND code of practice)
- Communicate effectively with parents/carers
- Assess the quality of our services
- Safeguard individuals and support risk management
- Promote the College (with appropriate consent)

5. Legal Basis for Processing

We process personal data under the following legal bases:

- Public task – to perform a task in the public interest or exercise official authority (Article 6(1)(e))
- Legal obligation – to comply with the law (Article 6(1)(c))
- Vital interests – to protect someone's life (Article 6(1)(d))
- Consent – where we ask for it (Article 6(1)(a))
- Contract – where processing is necessary for a contract (Article 6(1)(b))

Where we collect special category data (e.g. health or ethnicity), we rely on Article 9(2)(g) – substantial public interest, particularly for safeguarding, equality monitoring, and health-related support.

6. Sharing Personal Data

We may share data where necessary with:

- Local Authorities and social care services
- The Department for Education (DfE)
- Ofsted or other regulators
- NHS and other health professionals
- External support professionals (e.g. therapists, education psychologists)
- Transport providers and contractors
- Software and assessment platforms (e.g. educational apps, MIS systems)
- Law enforcement or other statutory agencies when legally required

All third parties are required to comply with data protection legislation and enter into data-sharing agreements where appropriate.

7. How Long We Keep Personal Data

We retain personal data in line with our Data Retention Schedule, based on legal requirements and best practice (e.g. IRMS Records Management Toolkit). Typically, learner records are kept for up to 25 years from the date of birth. Some records may be kept longer for safeguarding or legal reasons.

8. Your Rights Under the UK GDPR

You have the right to:

- Access the personal data we hold about you and your child
- Request correction of inaccurate or incomplete information
- Request deletion of data in certain circumstances
- Object to processing or request restrictions

- Withdraw consent (where used)
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise any of these rights, please contact our Data Protection Officer.

9. Security of Your Data

We have appropriate physical, electronic, and managerial safeguards in place to protect your information. Staff are trained in data protection, and access to sensitive data is restricted.

10. Contact and Complaints

If you have questions about how we handle personal data, or wish to make a request or complaint:

Contact our DPO:

Lisa King

Lisa.king@thesmithfoundation.org.uk

01484 710123

Contact the ICO:

Website: <https://ico.org.uk>

Helpline: 0303 123 1113

11. Updates to This Notice

We may update this notice periodically. The latest version will always be available on our website or by request.