



## **Introduction**

This notice is to help Windlesham House School (“the School”) pupils understand how and why the School collects your personal information and what the School does with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice, please talk to your form tutor about it.

## **About the School and Your Data**

The School is part of the Charterhouse Schools Group. Its ICO registration number is Z6092852, its registered address is Charterhouse School, Charterhouse, Godalming, Surrey, GU7 2DX, and its registered charity number is 312054.

The School complies fully with all applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data Usage and Access Act. It also follows guidance from the Information Commissioner’s Office (ICO), the Independent Schools Inspectorate (ISI), and the Department for Education (DfE).

The Bursar is the School Privacy Manager and is responsible for ensuring that personal data is processed lawfully and securely. The Bursar can be contacted  
Emailing: [bursar@windlesham.com](mailto:bursar@windlesham.com) , Telephoning: 01903 874705, Writing: to The Bursar, Windlesham House School, Pulborough, RH20 4AY

## **What is 'Personal Information'?**

This means things like your:

- Name, address, date of birth
- School records, behaviour reports, and exam results
- Health information (like allergies or medicines)
- Religion or ethnic group (if shared)
- Photos or videos of you (like for yearbooks or school websites)
- CCTV footage

## **How and Why We Collect Personal Information**

We collect your information:

- From your parents or guardians when you join the school
- From your teachers, doctors, or other professionals
- From your work at school and activities

We use your data:

- To support your learning
- To keep you safe (safeguarding)
- To check your progress and achievements
- To help you if you need extra help or support
- To promote the school (if you give permission)

## Lawful Reasons for Processing Your Data

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The School relies on:

- **Public task:** Providing education and safeguarding
- **Legal obligation:** Following laws (e.g. health, safeguarding)
- **Vital interests:** Keeping you safe in emergencies
- **Consent:** For using photos or videos for publicity

## What We Do With Your Personal Information

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The School will:

- Keep your data safe and secure
- Only use it when necessary
- Delete or archive it when no longer needed

## How Long We Keep Your Data

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Most pupil records are kept until you turn 25. Some data may be kept longer for legal or safeguarding reasons.

When you leave the School, your data may be added to the alumni database to stay in touch, unless you or your parents request otherwise.

## Who We Share Your Data With

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We may share your information with:

- Government bodies (like the Department for Education)
- Exam boards
- Health services (e.g. NHS professionals)
- School service providers (e.g. IT platforms)
- Emergency services when required

## Your Rights

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You have the right to:

- See what information we have about you
- Ask us to correct any mistakes
- Ask us to keep things private if you wish
- Say no to some ways your data is used (when allowed)

Sometimes the School must use your information even if you don't want us to, especially for safety or legal reasons.

## Subject Access Requests (SARs)

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You can ask to see the information we hold about you. If you are 12 or older, you may be able to make this request yourself. Your parents can also help with this.

## Security of Your Information

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Your data is protected by passwords, security systems, and staff training.

## Complaints

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If you are unhappy about how your data is handled:

- Speak to your tutor or ask your parents to help you
- Contact the School's Privacy Manager
- If not resolved, you can contact the ICO: [www.ico.org.uk](http://www.ico.org.uk)