



Introduction

This notice is provided to help parents, carers or guardians (“parents”) understand how and why Windlesham House School (“the School”) collects and processes personal information when a place is accepted for a pupil at the School. It also outlines the choices and rights you have in relation to that data.

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 adheres to relevant guidance from the Information Commissioner’s Office (ICO), the Independent Schools Inspectorate (ISI), and the Department for Education (DfE).

The Director of Finance and Operations (DFO) acts as the Privacy and Compliance Officer. The DFO is responsible for ensuring that personal data is processed lawfully and securely. The DFO can be contacted by: Emailing: dfo@charterhouse.org.uk Telephoning: 01483 291500 Writing to: Director of Finance and Operations, Charterhouse, Godalming, Surrey, GU7 2DX

How the School Uses Pupil and Parent Information

We collect, create, and use personal information about you and your child to:

- Deliver education and pastoral care
- Administer admissions and manage contracts
- Comply with our legal duties (e.g. safeguarding, health and safety)
- Monitor academic progress and support learning
- Communicate with parents and guardians
- Promote the School’s achievements

Legal bases include:

- Public task: delivering education and safeguarding pupils
- Contractual obligation: providing services to you and your child
- Legal obligation: compliance with law
- Legitimate interests: development and promotion of the School
- Consent: use of images in marketing and certain health disclosures

Consent and Data Sharing

Where we rely on consent (e.g. photos for publicity), you may withdraw it at any time. We may share data with:

- Educational authorities (DfE, Ofsted)
- Exam boards
- Health and safeguarding professionals
- School service providers (e.g. IT systems)
- Law enforcement or regulatory authorities where required

Retention of Personal Data

Data is retained based on our Retention Procedure. Most records are held:

- Until pupil reaches age 25 (standard pupil record)
- 7 years post-graduation (financial and contractual data)
- Longer where required by law (e.g. safeguarding)

Your Rights

You have the right to:

- Access your personal data
- Request corrections
- Request erasure of data (subject to legal limits)
- Object to processing or request restriction
- Withdraw consent where applicable
- Request data portability (where applicable)

Complaints

Raise concerns first with the School using our Complaints Policy. If unresolved, contact the ICO: www.ico.org.uk