



WESTBOURNE SCHOOL

PRIVACY NOTICE - PARENTS AND PUPILS

Introduction	2
Safeguarding	2
Who are we	2
Data controllers	2
What is "personal information"?	3
Lawful Basis of Data Processing	3
Consent	4
How is your personal information collected	4
Example of documents and places where Personal Data may be stored or found	4
Sensitive Personal Information	5
How we use particularly sensitive personal information	5
Change of purpose	5
Record Keeping and Data Retention	5
Data sharing	6
Use of Artificial Intelligence (AI) Tools	7
Sending Data to other Countries	7
Individual Rights	7
The right of access, changes, objection and deletion of personal data	7
Requests that cannot be fulfilled	8
Pupil requests	9
Parental requests, etc.	9
Whose rights	10
Complaints	10

VERSION CONTROL	
Title(s):	Privacy Notice - Parents and Pupils
Owner:	Jensen Tees (Director of Finance)
Author:	Eliz Gurler (Compliance Manager)
Date of Approval of this version:	March 2026
Next Review Date:	October 2025
Version Number:	2.02



"One of the most consistently high-achieving independent schools in Britain" Sunday Times Schools Guide

Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ | +44 2920 705 705 | westbourneschool.com
Company Number 05738029

Introduction

Your privacy is of the utmost importance, we are therefore committed to safeguarding your personal information. That starts with helping you understand our privacy practices.

We are the data controller of any personal information that you provide to us and we are responsible for complying with data protection laws. This Privacy Notice governs the manner in which Westbourne School collects, uses, maintains and discloses information collected.

Any reference in this statement to information or personal information is to “personal data” as defined under the General Data Protection Regulation.

By providing your personal information to us, you acknowledge that we may use it in ways set out in this privacy notice. We may also give you the ability to opt in or opt-out of selected uses such as marketing when we collect your personal information.

Those employees who handle personal data of the School are obliged to comply with this notice and our Data Protection and GDPR policy when doing so and breaches of these may result in disciplinary action. Accidental breaches of the law or this notice in handling personal data will happen from time to time, for example by human error, and will not always be treated as a disciplinary issue. However, failure to report breaches that pose significant risks to the School or individuals will be considered a serious matter.

Where the term “parent” is used within the notice, it refers to any individual with parental responsibility over a pupil.

Safeguarding

It should be noted that data protection should always take second place to safeguarding and child protection. If there is potential conflict between these requirements, the considerations which would apply should not be allowed to override the right of children to be protected from harm.

Who are we

- We are Montague Place (W1) Limited, trading as Westbourne School.
- All references to “we” “our” “us” or “company” within this statement or within any opt-in notices are deemed to refer to Montague Place (W1) Limited, (a company registered in England & Wales, company no 05738029) and our ultimate parent company Montague Place Limited (company no 05188835).
- Our registered office is Westbourne School, 4 Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ.
- ICO Reference number: ZA321383.

Data controllers

- The data controller is: Montague Place (W1) Limited (Company no 05738029), registered office at Westbourne School, 4 Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ.
- The Data Protection Officer is:
 - Jensen Rees (Director of Finance)
 - Telephone Number: +44 2920 705 705
 - Email: jensenrees@westbourneschool.com



What is "personal information"?

'Personal information' is information that identifies any living individual. Examples include but are not limited to:

- Names, addresses, telephone numbers, e-mail addresses and other contact details.
- Bank details and other financial information, for example, information about parents who pay fees to the School.
- Past, present and prospective students' academic records including information about examination scripts and marks.
- References given or received by the School about students, and information provided by previous educational establishments.
- Contact details for individuals' next of kin and where appropriate, information about individuals' health.
- Images of students (and other individuals) engaging in School activities, including digital images.

We may also hold 'special category' information about an individuals' religion or ethnic group. As a School, we may need to process special category personal data (e.g. concerning health, ethnicity, and religion) and criminal records information about some individuals. We do so in accordance with applicable law (including with respect to safeguarding or employment) or by explicit consent, this is explained further below.

Lawful Basis of Data Processing

Under the GDPR, there are multiple lawful bases for processing and at least one must be applied whenever we process personal data. Most commonly, we use it where we have:

- a contract - in order to discharge our obligations, as well as allowing the parents to discharge their obligations, under our contract, we will need to use parental information in case we need to make contact in respect of pupil's progress and welfare, or, if there is a concern which they need to be made aware of.
- a legal obligation - for example, safeguarding concerns, as a School, we have a legal obligation to report concerns to the local authority.
- a legitimate interest - this means as a School, Westbourne School uses personal data when this is necessary for the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data (unless there is a legal basis for doing so).

Specifically, the School has a legitimate interest in:

- safeguarding and promoting the welfare of pupils and our employees;
- providing educational services to pupils;
- promoting the objects and interests of Westbourne School;
- to ensure we are able to enforce our rights against parents, for example, so that we can contact you if unpaid school fees are due;
- keeping the School buildings safe;
- using your information in connection with legal disputes.
- protecting the School's reputation;
- facilitating the efficient operation of the School; and



- ensuring that all relevant legal obligations of the School are complied with (for example, in relation to inspections).
- to carry out public tasks - the below are examples of when we may need to use personal information to undertake a task in the public's interest::
 - safeguarding;
 - providing pupils with an education;
 - facilitating the efficient operation of the School; and
 - to be compliant with our legal obligations
- we must comply with a legal claim - for example, sharing personal information in relation to a legal claim with our legal advisors and/or insurers.

Consent

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

How is your personal information collected

Generally, Westbourne School receives personal data from the individuals (including, in the case of pupils, from parents/guardians). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments), or through alternative data capture such as CCTV.

However in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities working with that individual); or collected from publicly available resources. In some cases other data is added, including, but not limited to, information about next of kin or financial profile.

Example of documents and places where Personal Data may be stored or found

This list is not exhaustive, there may be many other processes that would use Personal Data.

- In a file, such as a student report, an incident report or medical report
- Information on a student's performance
- CCTV footage
- On a computer database for example iSAMs
- Email correspondence
- Photographs of students
- Logs of contact details and other personal information held about students, parents and their families
- Contact details of a member of the public who is enquiring about placing their child at the School
- Financial records of a parent



Sensitive Personal Information

Particular sensitivity and care must be taken into account when dealing with Personal Data when it may fall under one of the below specialist categories:

- information relating to Safeguarding;
- personal data revealing racial or ethnic origin;
- personal data revealing political opinions;
- personal data revealing religious beliefs or beliefs of a similar nature;
- personal data revealing trade union membership;
- genetic data;
- biometric data (where used for identification purposes);
- data concerning health;
- data concerning a person's sex life; and
- data concerning a person's sexual orientation.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require us to ensure higher levels of data protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- (a) In limited circumstances, with your explicit written consent.
- (b) Where we need to carry out our legal obligations and in line with our data protection policy or safeguarding policy
- (c) Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our equal opportunities policy.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Record Keeping and Data Retention

It is important that personal data held by the School is accurate, fair and adequate. Staff are required to inform the School if they believe that any personal data is inaccurate or untrue or if you report that you are dissatisfied with how it is recorded.



We will record any data processing that we do regularly, or any processing of personal data which is sensitive, or could be harmful to, or intrude on the personal life of, the individual.

The School will only keep personal data as long as there is an administrative need to keep it to carry out its business or support functions, or for as long as it is required to demonstrate compliance for audit purposes or for legislative requirements.

Data sharing

We are under a general duty to keep personal data and information confidential. Where we share information, we take all reasonable steps to keep it secure, use it fairly and ensure that data protection safeguards are in place.

We apply best practice in terms of information security, and adopt a privacy by design approach in developing new systems and processes involving personal data, considering the rights of individuals and the risks involved at the start of projects to make sure we build in suitable controls.

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the appropriate pastoral and senior staff or otherwise in accordance with express consent; and
- pastoral or safeguarding files.

In certain cases, for instance where a pupil may have Additional Learning Needs (ALN), relevant information will need to be provided about a pupil to staff more widely in the context of providing necessary care and education support.

The School is under a duty imposed by law and statutory guidance (including Keeping learners safe) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the Local Authority or Police. Further information can be found in our Safeguarding and Child Protection policy.

The School may record low level concerns that do not necessarily meet a statutory threshold in our school management information systems known as iSAMS and access to this is limited to staff who would require it as per our IT requirements.

We may share this information with third party data controllers, for example, other schools or appropriate authorities, each party will need a lawful basis to process that personal data and will be expected to do so lawfully and with due regard to security and confidentiality, as set out in this notice.

In addition, this notice represents the standard of compliance expected of those who handle the School's personal data as contractors, whether they are acting as data processors on the School's behalf (in which case they will be subject to binding contractual terms) or as data controllers responsible for handling such personal data in their own right.



Use of Artificial Intelligence (AI) Tools

Westbourne School uses a limited number of approved Artificial Intelligence (AI) tools to support both the delivery of education and the efficient operation of the School, in accordance with the [Use Of Artificial Intelligence \(AI\) Guidance For Staff](#).

Before any AI tool is approved for use at Westbourne School, it must:

- undergo a Data Protection Impact Assessment (DPIA) to identify and mitigate any risks relating to personal data; and
- receive approval from the Data Protection Officer (DPO), confirming that the tool complies with applicable GDPR obligations.

The following uses of AI tools are strictly prohibited at Westbourne School:

- Involve entering, uploading, or generating content containing any personal data of students, parents, colleagues, or other individuals, unless the AI tool has been explicitly approved by the Digital Director (such as Google's Gemini LLM) and meets GDPR requirements.
- Involve confidential, sensitive, or internal school information.
- Could produce or disseminate content that is illegal, offensive, discriminatory, misleading, defamatory, or otherwise inappropriate.
- Are used to make automated decisions about students or staff (e.g., assessing behaviour, predicting performance, automated grading) without human oversight and prior approval from the Senior Leadership Team.
- Violate copyright, intellectual property rights, or licensing rules.
- Misrepresent AI-generated content as original human work when transparency is required.

Sending Data to other Countries

The prospect of international transfer of data will generally only arise in circumstances where we need to send information to an overseas school where a parent has advised that they will be moving their child. In such circumstances, the relevant individuals will generally be informed that their data has been transferred.

Aside from these circumstances, data is not transferred outside of the European Economic Area (EEA) for any reason. In keeping with modern technological advances and best practice, where the School utilises cloud storage which have servers based outside the EEA, we take all reasonable steps to ensure compliance with the GDPR and the relevant legislation.

Individual Rights

Individuals have various rights under the GDPR to access and understand personal data about them held by Westbourne School.

The right of access, changes, objection and deletion of personal data

Where requested, the School will provide individuals with confirmation that their data is being processed and give access to their personal data. This will be processed as a Subject Access Request within one month of receiving a valid request.



The School will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the School may ask an individual to reconsider or discuss longer time scales.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Access requests should be made to the Data Protection Officer.

Westbourne School may request proof of identity before continuing with a request.

If you make a subject access request, and if we do hold information about you, we will:

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Any internal or external request to access the data will be recorded with the following details:

- Date of the request;
- requestor's name and organisation;
- reason for the request;
- the date, time and duration of the event
- the request outcome; and
- the name of the approval decision maker.

Images or image sequences will only be shared/released to the law enforcement authorities on the clear understanding that:

- We consider what the purpose is for sharing personal data with law enforcement authorities, and whether it is necessary and proportionate to do so.
- We identify a lawful basis under Article 6 of the UK GDPR before sharing the personal data. If the sharing of personal data was not the original intention of the processing, we consider whether this new purpose is compatible with that original purpose.
- We also identify a condition for processing under Article 9 of the UK GDPR and any relevant condition in Schedule 1 of the DPA 2018 before sharing special category data.
- We identify a condition for processing under Article 10 of the UK GDPR and a relevant condition in Schedule 1 of the DPA 2018 before sharing criminal offence data.
- We record our lawful basis and, if relevant, our conditions for processing special category or criminal offence data.
- We only share the minimum necessary amount of relevant and adequate personal data.
- We ensure that the personal data is shared in compliance with our other data protection duties and obligations, including fairness, accuracy and security.

Requests that cannot be fulfilled

The right of access is limited to an individuals' own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals (and parents need



to be aware this may include their own children, in certain limited situations), or information which is subject to legal privilege (for example legal advice given to or sought by the School, or documents prepared in connection with a legal action).

The School is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the school itself for the purposes of the education, training or employment of any individual.

There is a "right to be forgotten" i.e. to have old data removed/destroyed from record. However, the School will sometimes have compelling reasons to refuse data which has been subject to specific requests to amend, delete or stop processing personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

Pupil requests

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf. Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's: for older pupils, the parent making the request may need to evidence their child's authority for the specific request. This would be considered on a case by case basis.

Pupils at the senior school are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' legal rights, and all the circumstances.

Pupils in our nursery, and almost always in our prep school will require their parent or other representative to make a subject access request on their behalf.

Parental requests, etc.

It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The School may consider there are lawful grounds for sharing such data with or without reference to that pupil.

Parents will in general receive educational and pastoral updates about their children. Where parents are separated, the School will in most cases aim to provide the same information to each person with parental responsibility, but may need to factor in all the circumstances including the express wishes of the child.

All information requests from, on behalf of, or concerning pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case by case basis.



Whose rights

The rights under the GDPR belong to the individual to whom the data relates. However, the school will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils – for example, under the parent contract, or via a form. Parents and pupils should be aware that this is not necessarily the same as the school relying on strict consent.

Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the pupil's age and understanding – to seek the pupil's consent.

Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.

In general, the school will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare. That is unless, in the school's opinion, there is a good reason to do otherwise.

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the school may be under an obligation to maintain confidentiality unless, in the school's opinion, there is a good reason to do otherwise; for example where the school believes disclosure will be in the best interests of the pupil or other pupils, or if required by law.

Pupils are required to respect the personal data and privacy of others, and to comply with the school rules.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you believe that we have breached this notice or not acted in accordance with the data protection law, you should notify the Data Protection Officer.

You can also make a complaint directly to the Information Commissioner's Office (ICO) although the ICO recommends that steps are taken to resolve this matter with the School in the first instance before escalating it to them.

Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire SK9 5AF

