

Windsor Learning Partnership: Privacy Policy

Windsor Learning Partnership considers the privacy of personal information to be a serious issue. Please read the following in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy before or at the time of collecting personal information, we will identify the purposes for which information is being collected.

What this privacy policy covers

This policy covers how Windsor Learning Partnership treats personal information that it collects and receives, including information relating to your past use of our website. Personal information is information about you that is personally identifiable like your name, address, email address or phone number, and that is not otherwise publicly available.

Information collection and use

Windsor Learning Partnership will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned, or as required by law. We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned. Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date. We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. We will only retain personal information as long as necessary for the fulfillment of those purposes.

Windsor Learning Partnership collects personal information from our server logs (including your IP address, cookie information, and your page requests) as well as from any 'contact us' or online forms / questionnaires within the website. We will use this information to customise the content that you see, fulfil your requests, technical web site administration purposes, or for the purposes relating to any online questionnaires.

Information sharing and disclosure

We will not rent, sell or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested, when we have your permission.

Changes to this privacy policy

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on the web site of schools within Windsor Learning Partnership.

Approved by:

Approved on:

Review date:

Responsibility for review:

Board of Trustees

INSERT DATE

INSERT DATE

INSERT – IT MANAGER RECOMMEND TO GB?

Privacy Notice – staff

Privacy Notice - Data Protection Act 1998

This is the privacy notice for the school workforce employed or otherwise engaged to work at any school that is part of Windsor Learning Partnership.

Windsor Learning Partnership is the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and/or enable individuals to be paid. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; post “A” level qualifications; and absence information.

The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modeling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teacher Review Board and other similar bodies.

We are required to pass on some of this data to the Department for Education (DfE).

If you require more information about how the DfE store and use this data please go to the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website, please contact the school or the DfE as follows:

Windsor Learning Partnership
c/o Windsor Girls' School
Imperial Road
Windsor
SL4 3RT
Email: **INSERT**
Telephone: **INSERT**

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Email: info@education.gsi.gov.uk
Telephone: 0870 000 2288.

We will not give information about you to anyone outside the school or the DfE without your consent unless the law and our rules allow us to.

If you want to see a copy of the information we hold and share about you then please contact the appropriate school office.

Approved by:	Board of Trustees
Approved on:	INSERT DATE
Review date:	INSERT DATE
Responsibility for review:	INSERT – IT MANAGER RECOMMEND TO GB?

Privacy Notice – students

Privacy Notice - Data Protection Act 1998

This is the privacy notice for students at any school that is part of Windsor Learning Partnership.

Windsor Learning Partnership is the Data Controller for the purposes of the Data Protection Act.

We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We are required to pass on some of this data to the Department for Education (DfE) and / or to local authorities (either directly or via the DfE), and the provider of youth support services.

If you require more information about how the DfE store and use this data please go to the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website, please contact the school or the DfE as follows:

Windsor Learning Partnership
c/o Windsor Girls' School
Imperial Road
Windsor
SL4 3RT
Email: **INSERT**
Telephone: **INSERT**

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Email: info@education.gsi.gov.uk
Telephone: 0870 000 2288.

We will not give information about you to anyone outside Windsor Learning Partnership or the DfE or other organisations we are required to share information with without your consent unless the law and our rules allow us to.

If you want to see a copy of the information we hold and share about you then please contact the appropriate school office.

Approved by:

Approved on:

Review date:

Responsibility for review:

Board of Trustees

INSERT DATE

INSERT DATE

INSERT – IT MANAGER RECOMMEND TO GB?

draft