



William Henry Smith Specialist College

Student Privacy Notice (GDPR)

Policy Details

Status:	Statutory
Frequency of review:	Annually
Lead member of staff:	Leanne Clarke
Responsibility of:	Leanne Clarke
Last reviewed:	Summer Term 2025
Next Review Date:	Summer Term 2026
Policy Number:	CWC10

1. Who We Are

The William Henry Smith Specialist College is a provider of further education for students aged 16–25 with complex needs, including SEND. We are the “data controller” for the personal data we collect, meaning we determine the purposes and means of processing your information.

Contact Details:

Data Protection Lead: Lisa King

Email: Lisa.king@thesmithfoundation.org.uk

Address: Providence Street, Elland, HX5 9DL

Telephone: 01484 710123

2. The Categories of Personal Data We Process

We process the following categories of student data:

- Personal identifiers and contact details: Name, date of birth, gender, address, phone number, email, nationality.
- Educational records: Previous school/college reports, Education, Health and Care Plan (EHCP), attendance records, progress reports, attainment data.
- Special category data: Health and medical information, including mental health; learning difficulty and disability details; safeguarding information.
- Behavioural and wellbeing data: Behaviour logs, care and support plans, therapy records.
- Photographs and videos: For identification, learning records, internal displays, or external promotion (with consent).
- CCTV footage: For security and safeguarding (where applicable).
- Technology and internet use: Device usage, login activity, online learning platforms.

3. Why We Collect and Use Student Information

We collect and use student information to:

- Support learning and personal development
- Provide appropriate pastoral care and therapeutic support
- Monitor and report on student progress
- Meet legal obligations for students with SEND (e.g. EHCP)
- Safeguard students and ensure their welfare
- Administer admissions and funding (e.g. from Local Authorities)
- Comply with statutory duties under the Children and Families Act 2014, Education Act 1996, and Equality Act 2010

4. Legal Bases for Processing

Under the UK GDPR, we process your data under the following legal bases:

- Public task (Article 6(1)(e)) – Processing is necessary for the performance of our public duties as an educational provider.
- Legal obligation (Article 6(1)(c)) – For compliance with the law, such as SEND Code of Practice or safeguarding requirements.
- Vital interests (Article 6(1)(d)) – In emergencies to protect life.
- Consent (Article 6(1)(a)) – For optional uses like marketing, external photography, or newsletters.

For sensitive personal data (e.g., health), we rely on:

- Substantial public interest (Article 9(2)(g)) – Supporting SEND learners as per law and government guidance.
- Health and social care provision (Article 9(2)(h)) – To provide care and therapeutic services.

5. Collecting Student Information

We collect data from:

- Students and their families
- Previous education providers
- Local Authorities and Social Services
- Health professionals and therapists
- Government agencies (e.g. DfE, NHS, CAMHS)

6. Sharing Your Information

We may share information with:

- Local Authorities and SEND caseworkers (to manage EHCPs and funding)
- NHS professionals, CAMHS, or therapists for medical/mental health support
- Education and training providers or potential employers
- Exam boards and awarding organisations
- Our software and IT service providers (under strict data protection agreements)
- Safeguarding partners such as police or social services (where legally required)

We will never share your personal information with third parties for marketing purposes.

7. Data Retention

We keep personal data only for as long as necessary to fulfil our legal and educational obligations. This generally follows our Data Retention Policy (available upon request) and aligns with guidance from the Department for Education.

8. Your Rights

Under the UK GDPR, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request erasure (in certain circumstances)
- Object to or restrict processing
- Request data portability (for data you provided)
- Withdraw consent (where applicable)

To exercise these rights, please contact our Data Protection Lead.

9. Complaints

If you have a concern about how we use your personal data, we encourage you to contact us directly. If you remain dissatisfied, you can contact the UK's data protection authority:

Information Commissioner's Office (ICO)

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

Telephone: 0303 123 1113

10. Changes to This Privacy Notice

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

If you have any questions about this notice, please contact our Data Protection Lead.