



General Privacy Notice

General Privacy Notice

Wimbledon College

This privacy notice has been written to inform individuals who come into contact with or visit **Wimbledon College** about how and why we process your personal data. It includes information on how we handle general queries and complaints. This notice supplements the school's other privacy notices for pupils and parents, members of the workforce, and governors and volunteers.

Who are we?

Wimbledon College is a data controller, as defined by the UK General Data Protection Regulation (UK GDPR). This means that we determine the purposes for which your personal data is processed and the manner of that processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed the London Borough of Merton as its Data Protection Officer (DPO). The DPO is responsible for monitoring our compliance with the UK GDPR and the Data Protection Act 2018, and for advising on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact the school at: schooldatamanager@wimbledoncollege.org.uk .

What personal information do we collect?

The personal data we collect depends on the nature of your contact or relationship with us, but may include:

- Personal details, including name, address, and contact information
- Company details and contact information (if applicable)
- Details of the reason for contact and any communication preferences
- Visitor information such as the purpose of your visit, entry and exit times, car registration number, and any health conditions or disability access needs you tell us about
- Photographs or video images, including CCTV footage, if you visit the school site or attend school events
- Records of communications and interactions with you
- Details provided by you or third parties during complaint investigations, such as witness statements or interview notes
- Information required for the school admissions process, including:
 - Identifiers and contact details
 - Reasons for the application



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- Special Educational Needs (SEN) and/or Looked After status and history
- Relevant safeguarding information and involvement of professionals
- Equality information, such as ethnicity and gender
- Characteristics, including free school meal eligibility and languages spoken
- Name of current and previous schools
- Previous educational and assessment attainments

Why do we collect your personal information?

We process your information for the following purposes:

- To respond effectively to your query or request
- To comply with legal or regulatory obligations, including safeguarding and health and safety requirements
- To gather feedback and improve our services
- To promote the school (e.g., in newsletters, on the school website, and via social media)
- To manage and respond to complaints
- To monitor and inform policies on equality and diversity

What is our lawful basis for processing your information?

Under the UK GDPR, we must have a lawful basis to process your personal information. We typically rely on the following:

- Article 6(1)(a) – Consent
- Article 6(1)(c) – Legal obligation
- Article 6(1)(e) – Public task

If we are processing your personal data on the basis of your consent, you have the right to withdraw it at any time. Please contact us if you wish to do so.

In limited cases, we may rely on:

- Article 6(1)(f) – Legitimate interests

We will only rely on this basis when processing data in ways you would reasonably expect.

For special category data, we rely on:

- Article 9(2)(a) – Explicit consent
- Article 9(2)(g) – Reasons of substantial public interest

Relevant substantial public interest conditions under Schedule 1 of the Data Protection Act 2018 include:

- Condition 6 – Statutory and government purposes
- Condition 18 – Safeguarding of children and vulnerable people



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Who do we obtain your information from?

We usually receive this information directly from you. However, we may also receive data from:

- The Local Authority
- Department for Education (DfE)
- A child's previous school
- Ofsted
- Health or social care providers
- Police or other law enforcement agencies

Who do we share your personal data with?

We may share your data with:

- The Department for Education (DfE)
- The Local Authority
- Ofsted
- The Information Commissioner's Office and/or the Local Government Ombudsman

We may also share your data with other third parties where we have a lawful basis to do so, such as with the police for the purposes of crime detection or prevention.

How long do we keep your personal data?

We retain your personal data in accordance with our **Records Management Policy**. The length of time we keep your data is determined by statutory obligations. Any personal data that we are not required by law to retain will be deleted once it is no longer necessary for its original purpose.

Some data may be kept for historical or archiving purposes in line with our Records Management Policy.

International transfers of data

While we are based in the UK, some digital information may be stored on servers outside the UK. Certain IT systems may also transfer data internationally.

Usually, your data will not be transferred outside the European Economic Area (EEA), which is deemed to offer adequate data protection. If data is transferred outside the EEA, we will ensure appropriate safeguards are in place to protect your information.

What rights do you have over your data?

Under the UK GDPR, you have the following rights:



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- To be informed about how your data is used – this privacy notice fulfils that obligation
- To request access to the personal data we hold about you
- To request that inaccuracies in your data are corrected
- To request deletion of your data, where appropriate
- To request that processing is restricted
- To object to how your data is being used

If you have concerns about how we have handled your personal data, or if you would like to exercise any of your rights, please contact our DPO.

If we are unable to resolve your concern, you may also contact the Information Commissioner's Office (ICO):

Phone: 0303 123 1113

Live chat and webform available at: [ICO Contact Page](#)

Opening hours: Monday to Friday, 9am–5pm (excluding bank holidays)

Changes to this notice

We reserve the right to update this notice at any time. We will usually notify you of any significant changes, but please check regularly to ensure you are reading the latest version.

This privacy notice was last reviewed on November 2025