



Privacy Notice

North West London Jewish Day School

January 2026

1. Who we are

North West London Jewish Day School
180 Willesden Lane
London NW6 7PP

North West London Jewish Day School acts as a **Data Controller** for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

In some circumstances, NWL Jewish Day School Trust may also act as a Data Controller, for example in relation to staff employment matters.

2. Data Protection Officer (DPO)

We have appointed an external Data Protection Officer (DPO).

Ben Craig from **Schoolpro - Data Protection Service for Schools**
Email: contact@schoolpro.uk

You can contact the DPO if you have any questions about how we use your personal data.

3. The personal data we collect

We may collect and process the following categories of personal data:

Standard personal data

- Names, addresses and contact details
- Unique pupil numbers and identifiers
- Family, lifestyle and social circumstances
- Education and training records
- Employment details
- Financial information (including fundraising or bursary information)
- Student and disciplinary records
- Vetting and safeguarding checks
- Records relating to goods and services
- CCTV images and other visual images

Special category personal data

Where necessary, we may also process special category data, including:

- Physical or mental health information
- Racial or ethnic origin
- Religious or similar beliefs
- Trade union membership
- Sexual life (only where relevant, e.g. safeguarding)

Criminal offence data

- Information relating to offences or alleged offences, where required by law or safeguarding duties
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4. Who this data relates to

We process personal data relating to:

- Pupils and students
 - Parents and carers
 - School staff
 - Governors and trustees
 - Advisers and professional experts
 - Donors and potential donors
 - Suppliers and service providers
 - Complainants and enquirers
 - Individuals captured by CCTV systems
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5. Why we collect and use personal data

We collect and use personal data to:

- Provide education, training, welfare and educational support
 - Safeguard pupils and promote wellbeing
 - Administer school property and facilities
 - Maintain financial accounts and records
 - Manage bursaries, fundraising and donations
 - Support and manage employees
 - Comply with legal and regulatory obligations
 - Ensure site security and crime prevention through CCTV
 - Organise and record meetings, events and communications
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6. Lawful basis for processing

We process personal data under one or more of the following lawful bases:

Article 6 UK GDPR

- **Legal obligation** – where processing is required by law
- **Public task** – where processing is necessary to provide education
- **Contract** – where processing is required for employment or service contracts
- **Consent** – where we have obtained clear permission

Where consent is used, you may withdraw it at any time.

Special category data (Article 9 UK GDPR)

We process special category data where:

- It is necessary for reasons of **substantial public interest** (Article 9(2)(g)), and
- In accordance with **Schedule 1 of the Data Protection Act 2018**, including safeguarding and equality duties

We also process pupil data under:

- Section 537A of the Education Act 1996
 - Section 83 of the Children Act 1989
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7. Data sharing

Where necessary, we may share personal data with:

- Education, training, examining and careers bodies
- School staff, governors and trustees
- Parents, carers or authorised representatives
- Local authorities and central government
- Healthcare and social care professionals
- Police, courts and safeguarding agencies
- Current, past or prospective employers (e.g. references)
- Voluntary and charitable organisations
- Professional advisers and consultants
- Suppliers and service providers
- Financial organisations
- Security organisations
- Press and media (only with consent or where legally required)

We only share information where it is lawful and necessary.

8. National Pupil Database (NPD)

We are required by law to provide pupil information to the Department for Education (DfE) through statutory data collections such as the school census.

Some of this information is stored in the **National Pupil Database (NPD)**, which is used for:

- Research and analysis
- Producing statistics
- Informing education policy

The legal basis for this sharing is the **Education (Information about Individual Pupils) (England) Regulations 2013**.

The DfE has strict controls in place to protect data confidentiality and security.

Further information is available on the GOV.UK website.

9. International data transfers

We do not transfer personal data outside the UK unless appropriate safeguards are in place that comply with UK GDPR and the Data Protection Act 2018.

10. How long we keep data

We retain personal data in accordance with our **Data Retention Policy**, which sets out how long different types of information are kept.

Data is only retained for as long as necessary for legal, regulatory or operational purposes.

11. Your data protection rights

You have the right to:

1. Be informed about how your data is used
2. Access your personal data (Subject Access Request)
3. Have inaccurate data corrected
4. Request erasure of data (where applicable)
5. Restrict processing in certain circumstances
6. Data portability (where applicable)
7. Object to processing in certain circumstances
8. Rights relating to automated decision-making and profiling

Requests can be made by contacting the DPO at school.dpo@brent.gov.uk.

We normally respond within one month.

12. Failure to provide data

If required personal data is not provided, we may be unable to deliver services or meet our legal obligations.

13. Keeping data up to date

Please inform the school of any changes to your personal details by contacting:
office@nwljds.org.uk

14. Complaints

If you have concerns about how we use your personal data, please contact our DPO in the first instance.

You also have the right to complain to the **Information Commissioner's Office (ICO)**:
<https://ico.org.uk/concerns/>