**New College Worcester Residential WhatsApp Groups Usage Policy**

This Policy applies wherever access to the New College Worcester Residential WhatsApp Groups is provided, whenever information is accessed through the New College Worcester Residential WhatsApp Groups online or on a mobile device using the App, whether the computer equipment used is owned by New College Worcester or not. The policy applies to all those who make use of New College Worcester Residential WhatsApp Groups.

**Ownership and Administration of this Policy**

New College Worcester owns and administers the policy.

**Objectives of New College Worcester Residential WhatsApp Groups Usage Policy**

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of New College Worcester’s data, the Authorised Residential WhatsApp Groups user and the individuals to which the Residential WhatsApp Groups data pertains. In particular these risks arise from:

* The intentional or unintentional disclosure of login credentials to the New College Worcester Residential WhatsApp Groups by authorised users.
* The wrongful disclosure of private, sensitive, and confidential information.
* Exposure of New College Worcester to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This Policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.

This Policy aims to promote best use of the Residential WhatsApp Groups to further the communication and freedom of information between New College Worcester and Parents/Guardians.

**Residential WhatsApp Groups Usage Policy Rules**

Authorised Residential WhatsApp Groups Users

New College Worcester’s Residential WhatsApp Groups is provided for use only by persons who are legally responsible for student(s) currently attending the College.

Access is granted only on condition that the individual agrees to the terms of this Policy.

The authorising member of College staff must confirm that there is a legitimate entitlement to access information for named students and the user must complete a consent form requesting access.

A copy of the consent form will be held by the College for audit purposes.

Requests for access to the Residential WhatsApp Groups must be made to New College Worcester using the online consent form.

Personal Use

Information made available through the Residential WhatsApp Groups is confidential and protected by law under the Data Protection Act 1998. To that aim:

* Users must not distribute or disclose any information obtained from the SIMS Parent system to any person(s), with the exception of the student to which the information relates or to other adults with parental responsibility.
* Users should not attempt to access Residential WhatsApp Groups in any environment where the security of the information contained in SIMS Parent may be placed at risk, for example, a cybercafe.

Password Policy

You must assume personal responsibility for your username and password. Never use anyone else's username or password.

You must always keep your individual user name and password confidential. These usernames and passwords should never be disclosed to anyone. Passwords and user names should never be shared.

Questions, Complaints and Appeals

Residential WhatsApp Groups users should address any complaints and enquiries about the Residential WhatsApp Groups to New College Worcester, by email to [office@ncw.co.uk](mailto:office@ncw.co.uk) or telephone: 01905 763933.

New College Worcester reserves the right to revoke or deny access to the Residential WhatsApp Groups of any individual under the following circumstances:

* The validity of parental responsibility is questioned
* Court ruling preventing access to child or family members is issued
* Users found to be in breach of the Residential WhatsApp Groups usage policy

If any child protection concerns are raised or disputes occur the College will revoke access for all parties concerned pending investigation.

Users are liable for any potential misuse of the system and/or breach of the Data Protection Act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

Full guidance and consent information for parents is shown below.

Parental Consent – Residential WhatsApp Groups

**SHARING PHOTOGRAPHS FROM RESIDENTIAL HOUSES VIA WHATSAPP**

**Guidance and Consent for parents/carers**

We love sharing photographs and news about your children with you directly from the NCW houses and sixth form accommodation. One new way we are looking at doing that is by using a social networking app WhatsApp using NCW smart phones.

WhatsApp Messenger, or simply WhatsApp, is an American freeware, cross-platform messaging service owned by Facebook. It allows users to send text messages and voice messages, make voice and video calls, and share images, documents, user locations, and other media.

Using WhatsApp would allow us to quickly and easily share news and photographs of progress your child has made  
How it would work:

1. The mobile phone numbers of parents/carers who wish to be part of the NCW house or hostel group will be added to their child’s house WhatsApp group, which will be created by, and include for safeguarding and appropriate use monitoring purposes, the NCW Marketing Department phone
2. On each house phone will be one large group including all parents/carers who would like to join, and a small group for each parent to include only the house phone, the parent phone and the NCW marketing phone
3. Each house phone will be the responsibility of the Senior Houseparent in each lower school house and one designated sixth form key worker
4. At the end of each academic year, all data including telephone numbers, groups, photographs and messages will be deleted from the NCW house phone and new groups set up for a new academic year in September
5. Photographs and news will only be sent to the parents/carers of students featured in the photograph or news

**WhatsApp protocols**

Parents/carers should not save photographs of students other than their own child to their device and remove auto save to camera roll:

1. Open WhatsApp
2. Tap More options > Settings > Chats
3. Turn off Media visibility

Be respectful to staff and other parent users at all times

Understand that other parents/carers will have access to your telephone number via WhatsApp

Parents/carers should not use the groups for messaging one another

Your telephone number and each group on the phone will be deleted at the end of the school year. New groups will be set up at the start of a new academic year in September. You will be asked to reissue your consent.

**Copy of Online Consent Form**

Top of Form

**Parental Consent Residential WhatsApp Group**

* Your Name\*



* Child's name\*



* Child's Date of Birth\*

DD MM YYYY

* Which Residential Setting is your child in?\*
  + Peggy Markes House
  + Dorothy McHugh House
  + Bradnack House
  + Sixth Form Hostel
  + Fletcher House
* Mobile Phone Telephone Number\*



Please give us the telephone number you would like to be added to the WhatsApp group

* Full Consent (Please tick all three options)
  +  Yes I would like you to add my number to my child’s house group. I understand that other parents will have access to my number and might receive group photographs which include photographs of my child
  +  I have downloaded WhatsApp and confirm that settings have been adjusted to ensure that images are not being saved automatically to my device
  +  I agree to the protocols outlined in the guidance
* OR Partial Consent
  +  I would like to receive photographs of my child via WhatsApp, only to me. I do not wish to join the group or for photographs or news including my child to be shared with the group
* OR No, I do not give Consent
  +  Please do not add my number or include photographs of my child on the group
* Date\*

DD MM YYYY

Bottom of Form