

PRIVACY NOTICE FOR STUDENTS

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

We, Aylesbury Grammar School, are the 'data controller' for the purposes of data protection law. Our data protection lead is Mrs V Powton (see 'Contact us').

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on **1st November 2022**.

THE PERSONAL DATA WE HOLD

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Your characteristics, (like your ethnic background, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Details of any extra support you receive
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (your test results, and qualification history)
- Details of attendance on trips, visits or clubs you might be part of
- Catering information including your purchase history and monetary balances
- Details of any behavior issues or exclusions
- Photographs
- CCTV images
- Biometric data

WHY WE USE THIS DATA

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing and to keep you safe

OUR LEGAL BASIS FOR USING THIS DATA

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

When in the Sixth Form, you may be contacted about joining our Alumni when you leave. We also will hold basic details of yourself after you leave so that we can check that it is you if you access the Alumni webpage. The legal ground for this is called Legitimate Interest. We will also use student photos for ID purposes and exam security purposes and may contact your previous/future school with your achievements.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

COLLECTING THIS INFORMATION

We collect pupil information via admission forms, the annual data collection checking exercise or by Common Transfer File (CTF) or secure transfer from any previous schools you have attended.

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

HOW WE STORE THIS DATA

We will securely keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of personal data securely when we no longer need it. Our Data Protection Policy sets out how long we keep personal information and can be found on our website.

DATA SHARING

Where it is legally required, or necessary for another reason allowed under data protection law, we will share personal information about you with:

- Our local authority
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies (including previous or future schools)
- Our regulator (the organisation or "watchdog" that supervises us) - Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government

- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations for example the PTA
- Police forces, courts, tribunals
- Professional bodies
- The Buckinghamshire Grammar Schools and Buckinghamshire County Council with regard to the secondary transfer testing

NATIONAL PUPIL DATABASE

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) if you have any questions about the database. For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

YOUTH SUPPORT SERVICES

Once you reach the age of 13, we are legally required to pass on certain information about you to Connexions (Buckinghamshire), as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection lead to ask us to only pass your name, address and date of birth to Connexions (Buckinghamshire).

TRANSFERRING DATA INTERNATIONALLY

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

YOUR RIGHTS

HOW TO ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

If you want to make a request on the information we hold, please contact our data protection lead.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

YOUR OTHER RIGHTS REGARDING YOUR DATA

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way
- Where we are processing your personal data with your consent, you have the right to withdraw that consent.

To exercise any of these rights, please contact our data protection lead (see 'Contact us' below).

COMPLAINTS

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection lead (see 'Contact us' below).

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, in the first instance, please contact our **data protection lead**:

Mrs V Powton

Email: dpo@ags.bucks.sch.uk

Telephone 01296 480242