

PRIVACY NOTICE FOR EXAMINATION ‘CONFLICT OF INTEREST’ DATA OF ‘RELATED PERSONS’

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their 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

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Your Name
- Name of where you are taking examinations
- Level, subjects and examination boards of your examinations

WHY WE USE THIS DATA

We use this data to:

- Comply with Examination statutory regulations

OUR LAWFUL BASIS FOR USING THIS DATA

We only collect and use personal data when the law allows us to. We process it where:

- We need to comply with a legal or contractual obligation
- We need it to perform an official task in the public interest

COLLECTING THIS INFORMATION

We collect this information via effected members of staff in order to comply with the requirements of JCQ (the examinations regulator) and Examination boards.

HOW WE STORE THIS DATA

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We keep personal information about you for a minimum of 12 months from the date of the issue of results. After this date we will securely dispose of them.

DATA SHARING

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Regulators and examining bodies
- Police forces, courts, tribunals

TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

YOUR RIGHTS REGARDING PERSONAL DATA

HOW TO ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about you. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact our data protection lead.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

YOUR OTHER RIGHTS REGARDING YOUR DATA

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- 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').



COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection lead (see 'Contact us').

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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, please contact, in the first instance our data protection lead:

Mrs V Powton

Email dpo@ags.bucks.sch.uk,

Telephone 01296 480242