

PRIVACY NOTICE FOR PARENTS/CARERS -STUDENT'S DATA

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 students.

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:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics, (like 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 received
- 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 (test results, and qualification history)
- Details of attendance on trips, visits, or clubs the student might be part of
- Catering information including purchase history and monetary balances
- Details of any behavior issues or exclusions
- Photographs
- CCTV images
- Biometric data

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

WHY WE USE THIS DATA

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- To meet the statutory duties placed upon us for the Department of Education (DfE) data collections
- Comply with the law regarding data sharing

OUR LAWFUL BASIS FOR USING THIS DATA

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

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

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using student's personal data overlap, and there may be several grounds which justify our use of this 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 attended.

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

HOW WE STORE THIS DATA

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

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

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies (including past and future schools)
- Our regulator (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 students to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the 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 our students reach the age of 13, we are legally required to pass on certain information about them 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.

Parents/carers, or students once aged 16 or over, can contact our data protection lead to request that we only pass the individual's name, address and date of birth to Connexions (Buckinghamshire).

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.

PARENTS AND STUDENTS 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 them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

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' below).

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' below).

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 48024