



## Aylesbury High School

### Privacy Notice for - Parents/Carers (own 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 parents and carers.

We, Aylesbury High School, are the 'data controller' for the purposes of data protection law. This means the school determines the purposes for which, and the manner in which, any personal data relating to students is to be processed. The Data Protection Lead, acts as the representative for the school with regard to its data controller responsibilities and can be contacted on 01296 388222 or [DPL@ahs.bucks.sch.uk](mailto:DPL@ahs.bucks.sch.uk).

The CFOO is the Data Protection Officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK GDPR and Data Protection Act 2018. The Data Protection Officer can be contacted at [lgreenway@ahs.bucks.sch.uk](mailto:lgreenway@ahs.bucks.sch.uk)

### **What data do we hold and use?**

The categories of parent/carer information that we collect and use include:

- Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Contact details and contact preferences
  - CCTV images captured in school
  - Details of any donations etc you make to the school
  - General family circumstances such as work role

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions (if this affects your daughter)
- Family support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

### **Why do we collect and use your information?**

We only collect and use your personal data when the law allows us to. The lawful bases are:

- consent;
- contract;
- legal obligation;
- vital interests;
- public task; and

- legitimate interests.

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### **Collecting this information**

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

### **How we store this data**

We will keep personal information about you while you are a parent/carer of a student at our school. We may also keep it after they have left the school, where we are required to by law or in accordance with our retention schedule .

In accordance with the UK GDPR and the Data Protection Act 2018, the school does not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected. Parent/carer data linked to student records is typically retained until the former student reaches the age of 25, unless legal obligations require a longer retention period

We have a Data Protection Policy, which can be found in the [Governance & Policies folder](#) on our website. This sets out how long we must keep information about students and this can be found on the school's website. In accordance with the UK GDPR and Data Protection Act 2018, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. We normally hold student data after they have left the School until they reach the age of 25.

### **Will my information be shared?**

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

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies (such as The Department for Education)
- 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
- Police forces, courts, tribunals

We have a legitimate reason for sharing this data with these companies and will only do so where we are satisfied that data will be protected and not misused. If you do not want us to pass personal data to such companies and we are able to comply with your request without prejudicing the school's operation or a student's education, we will comply with your request; we will explain to you the reasons if we cannot comply with this type of request.

### **What are your rights?**

#### **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.

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

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

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

#### **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 To exercise any of these rights, please contact our data protection officer.

#### **Where can you find out more information?**

If you would like to find out more information about how we use and store your personal data, please visit our website and download our Data Protection and Confidentiality Policy.

If you have a concern about the way we are collecting or using your personal data, you should in the first instance let us know so that we can try and resolve your concern. If you are unhappy with the way we respond you may use our Complaints Procedure and if still dissatisfied, you can raise a concern with the Information Commissioner's Office (ICO) - to find out how to contact them, please visit their website [www.ico.org.uk](http://www.ico.org.uk).