

Aylesbury High School



Privacy Notice for - Students

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 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, Mr Jonathan Richardson, 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.

Mrs C Wilkes is the Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted at cwilkes@ahs.bucks.sch.uk.

What data do we hold and use?

The categories of student information that we collect and use include:

- Personal information (such as name, unique student number, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Biometric information (includes photographs and digital partial finger scans)
- Assessment information
- Relevant medical information (such as medical conditions and doctors information)
- Special educational needs information
- Behavioural/Exclusions information
- Safeguarding information (such as court orders and professional involvement)
- Details of any support received, including care packages, plans and support providers
- Information about trips and visits you take part in
- CCTV images captured in school

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

We collect and process sensitive data (known as Special Category Data) such as special educational needs or safeguarding information where it is relevant and necessary. In situations where we do this we will make sure we use the appropriate conditions for processing special category data.

Why do we collect and use your information?

Aylesbury High School holds the legal right to collect and use personal data relating to pupils and we may also receive information regarding them from their previous school, Local Authority and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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.

In accordance with the above, the personal data of students is collected and used for the following reasons:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- To keep students safe (eg holding information about food allergies and emergency contact details)
- to administer waiting lists
- to meet the statutory duties placed upon us for DfE data collections
- to enable students to quickly and easily access catering and library services

When in the Sixth Form, you may be contacted about joining our Alumni when you leave. We also will hold basic details about you 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 obtain student information via registration forms when you join our school. In addition, when a student joins us from another school we are sent a secure file containing relevant information. A parent can update this information, for example, if you move house, using Edulink.

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 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 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 can be found on the school's website. In accordance with the GDPR, 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
- 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
- Police forces, courts, tribunals
- Professional bodies

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.

Youth Support Services

Once a student reaches the age of 13 we also pass student information to our local authority or their provider of youth support services, as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

A parent/carer, or you once you are 16 years old, can contact our data protection officer to ask us to only pass your name, address and date of birth.

In some cases, your data will be outsourced to a third party processor who will provide a service to us. We do this either to enhance student attainment through analysis of their achievement data or to enhance their school experience by providing services such as cashless catering, on-line payments or educational trips, or improve efficiency through quicker identity confirmation for registration or library services. The companies that we currently routinely use for such services include:

- Transfer testing applicant photos, family contact and medical information - The Bucks Grammar Schools
- Email and document storage - Google
- On-line payment and parent communications - ParentMail
- Parent communications - SchoolComms
- Library records - Oliver
- Cashless catering - Cunninghams
- Accounts - SAGE
- Achievement analysis - SMID
- On-line assessment (eg CATS) - GL Assessment

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?

Parents and students have the following rights in relation to the processing of their personal data. You have the right to:

- be informed about how we use your personal data
- request access to the personal data that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Manager at School
- request that your personal data is amended if it is inaccurate or incomplete
- request that your personal data is erased where there is no compelling reason for its continued processing
- request that the processing of your data is restricted in certain circumstances
- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

Where the processing of your data is based on your consent, you may withdraw this consent at any time.

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.