

## **GDPR (General Data Protection Regulation) privacy notice**

Organisations, businesses and the government all collect, process and use information, and the GDPR sets out lawful ways in which this can be done. Schools collect certain information about pupils however, schools have to tell pupils and their families about how their personal information may be collected, processed and used.

### **Who processes your information?**

AESG decides why and how any personal data relating to you and your family will be processed. Sometimes, your information will be given to other people, such as the government. When the school gives your data to third parties, they will be responsible for protecting your information in the same way we do.

### **Which data is collected?**

AESG holds and shares information which includes the following:

- Personal information – e.g. names, pupil numbers, contact details and addresses
- Characteristics – e.g. ethnicity, language, nationality, religion, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. MidYis, Yellis test results
- Medical information
- Safeguarding information
- Information relating to SEND
- Behavioural information – should you be involved in any serious misbehaviour in school, this would be recorded
- Information about trips and activities that you are involved in
- Photographic images

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

We do this:

- To support your learning
- To monitor and report on your progress
- To provide appropriate support and pastoral care
- Photographs may be used for marketing purposes (if parental permission granted)
- To keep you safe (food allergies, emergency contacts, CCTV footage from within school grounds)
- To comply with the law regarding data sharing

### **How we collect pupil data**

We collect pupil information from registration forms completed by your parents/guardians when you join our school, from previous schools and from information provided by local authorities.

### **How long is data stored for?**

AESG stores your and your family's personal data in line with the school's GDPR Data Protection Policy. <https://www.aesg.co.uk/about/school-policies/>. As specified by the GDPR, the school does not store personal information forever; information is only stored for as long as is necessary to complete the task for which it was originally collected.

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

Unless we have your consent, AESG only share information with:

- Schools that pupils attend after leaving us
- Our local authority, Cheshire East or your local authority where you live e.g. Trafford
- The Department of Education (this part of data collections such as the school census)

The information that we share with these parties includes the following:

- Test results
- Attendance data
- Name and date of birth

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

You and your parents have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data that the school holds about you.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased when it is no longer needed.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

If you have any questions about this, our Bursar, Mr Malkin ([smalkin@aesg.co.uk](mailto:smalkin@aesg.co.uk)) will be able to help you. The Information Commissioner's Office (ICO) can be contacted at <https://ico.org.uk/concerns/> .

## GDPR privacy notice – September 2018

### Declaration

I, \_\_\_\_\_, declare that I understand:

- The school has a legal and legitimate interest to collect and process my personal data to meet statutory requirements.
- How my data is used.
- The school may share my data with the DfE and the Local Authorities.
- The school will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The school will always ask for clear consent to be given where it is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full name: \_\_\_\_\_