



Privacy Notice 16-19 Bursary (GDPR) – Students and Parents

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **12 March 2026**.

This Privacy Notice has been written to inform students of Ermysted's Grammar School and their parents/carers about what we do with the personal information you provide for the 16-19 Bursary Application. This Notice may be subject to change.

Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the way, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The **Data Protection Officer** (DPO) is **Veritau**. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The DPO's contact details are: 01904 554025 and schoolsdpo@veritau.co.uk.

What information do we collect for the 16-19 Bursary?

The categories of information that we collect, hold and share include the following:

- Personal information of students and their family members (e.g. name, DOB and address)
- Free school meal eligibility
- Residency status
- Named vulnerable group information as provided by students/parents for the purposes of assessing eligibility for the Bursary
- Financial Information provided by students/parents for the purposes of assessing eligibility for the Bursary
- Bank details provided by students/parents for the purposes of making a Bursary payment
- Attendance and Behaviour checks from Sixth Form Staff for purposes of confirming eligibility for payments

Why do we collect your personal data?

We use the information we collect only for the purposes of assessing eligibility for the 16-19 Bursary and subsequent payments.

What is our lawful basis for processing your personal data?

Any personal data that we process about our students and parents is done so in accordance with Article 6 and Article 9 of GDPR. Our legal basis for processing your personal data, in line with Article 6(1)(c) includes (but not necessarily limited to):

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).

We collect student information through application forms completed by student/parents and data held by the school on free school meal eligibility, attendance and behaviour.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting the School Office on (01756) 792186.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (students and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority (North Yorkshire)
- Previous schools attended

Who do we share your personal data with?

All financial information provided for the purposes of the 16-19 Bursary application is treated in the strictest confidence and is held securely in the Finance Office.

The School is required to track the data for audit purposes; the Education Funding Agency (EFA) may carry out an external audit to ensure the rules of eligibility are being adhered to and check what the funds are being spent on.

For more details on information sharing with the DfE (including the National Pupil Database and Census) please go to the relevant page of the government [website](#)¹.

How long do we keep your personal data?

Ermosted's Grammar School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold, and be provided with a copy of it.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted. to object to your personal data being processed.

You may exercise any of these rights by contacting the School Office on (01756) 792186.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data

¹ <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

protection rights from the age of 12 years old. The school may therefore consult with the student if it receives a request to exercise a data protection right from a parent.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk 0303 123 1113

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

The School's full privacy policy can be found on the School Website;

www.ermysteds.uk