Privacy Notice (GDPR) – Pupils and Parents

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **15 June 2026**.

This Privacy Notice has been written to inform pupils and parents of Ermysted's Grammar School about what we do with your personal information. 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 manner in which, 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?

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

- Personal information of pupils and their family members (e.g. name, pupil number, DOB and address)
- Educational and assessment attainment (such as examination results, post 16 courses)
- Free school meal eligibility
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs and communication preferences
- School trips
- Extracurricular activities

We will also process certain 'special category' data about our pupils including:

- Relevant medical information – please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification to ensure that all staff members are aware of the issues should an emergency situation arise.
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Race, ethnicity and religion

We may also collect personal information in the form of audio recordings and images. Telephone calls to and from the school are recorded for training and monitoring purposes. Images are collected via the Visitor Management system and are also recorded by the school's CCTV system. The use of CCTV footage is covered by a separate **CCTV Policy**.

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil behaviour and progress
- to provide appropriate pastoral care
- to assess the quality of our services

- to keep children safe (food allergies or emergency contact details) to meet the statutory duties placed upon us by the DfE
- we also may keep some information for historical and archiving purposes in the public interest
- to monitor activity around the school site

What is our lawful basis for processing your personal data?

Any personal data that we process about our pupils 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 mainly collect pupil information through admission forms and common transfer file or secure file transfer from previous school. The majority of pupil information you provide to us is mandatory in line with your parental responsibility – for further details please see the following link[1].

However, some information we ask for on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

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 (pupils 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?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority (North Yorkshire) to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- the Department for Education (DfE)
- National Health Service bodies

[1] https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to the relevant page of the government website[2].

For some students, we also share relevant pupil information with our collaborative partner school, Skipton Girls' High School, in relation to the delivery of certain post-16 course(s).

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some website for the purpose of enhancing pupil learning. Where we do this we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.

Once our pupils reach the age of 13, we also pass information to our Local Authority and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of pupil/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Data is securely transferred to the youth support services via secure email.

For more information regarding services for young people please visit our Local Authority's website[3].

How long do we keep your personal data for?

Ermysted'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. Please note that the School may retain some records for historical purposes; e.g. team photographs, records of achievement, etc.

What rights do you have over your data?

Under GDPR parents and pupils 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.

[2] https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information
[3] https://www.northyorks.gov.uk/

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with the pupil 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.