



Privacy Notice (GDPR) – Admissions Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 18 March 2021.

This Privacy Notice has been written to inform applicants to the School and their parents¹ about what we do with their 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 Mr Alan Wooley. 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:

Mr Alan Wooley
Data Protection Officer
Ermysted's Grammar School
Skipton
BD23 1PL
dpo@ermysteds.n-yourks.sch.uk
01756 792186

What information do we collect?

For the purposes of registering to be tested

The categories of information that we collect and hold for candidates registering for the Entrance Test include the following:

- Personal information of candidate (e.g. name, gender, DOB, home address, and any photo of their likeness that is provided with their application)
- Personal information of parent (e.g. name, contact telephone numbers and email)
- Special category information (Education Health and Care Plan status, details of any Special Educational Need, and religion of any candidates who are unable to sit the Entrance Test on Saturdays)

We also collect personal information in the form of images recorded through the use of CCTV. The use of this information is covered by a separate **CCTV Policy**.

For the purposes of applying to the School

If more applicants to the School reach the required standard than there are places available, then the places will be allocated according to the Year 7 Entry oversubscription criteria (see the **Admissions Policy** for details). Therefore, in the course of processing applications to the School, we may need to collect additional information from some applicants.

In order to be able to apply the oversubscription criteria, the School must be informed of applicants who qualify for priority. This is achieved by the parents concerned submitting a Supplementary Information Form ('SIF') and including the necessary information and supporting evidence. The SIF needs only to be completed

¹ Throughout this policy, the word **parent** includes all who hold parental responsibility (in law) for a child..

by applicants who wish to provide information intended to demonstrate that their child has priority under one of the oversubscription criteria.

The additional categories of information that we **may** collect and hold for applicants include the following:

- Name and date of birth of any sibling already attending the School
- Looked after or Previously Looked After status
- Pupil Premium eligibility
- Residency of the candidate (a variety of documents could be used for this purpose, please see the **Admissions Policy** for full details).

Why do we collect your personal data?

We use the information we collect:

- to administer the Ermysted's Grammar School Entrance Test
- to process applications to the School

What is our lawful basis for processing your personal data?

Any personal data that we process about applicants and their parents is done so in accordance with Article 6 and Article 9 of GDPR. We 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).

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (applicants and parents). The information you supply in relation to registration for the Entrance Test and the Supplementary Information Form can be submitted via the School website or handed in directly to the School Office.

We will also process information received from:

- Local Education Authority (North Yorkshire)
- Department for Education (DfE)

Who has access to your personal data and how is it secured?

Only employees authorised by school management will have access to your information. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. The school website is secured and all uploads and downloads are encrypted in transit by HTTPS to protect the information being supplied. Once test registration ends, all documents will be downloaded and stored securely at the school. All documents held in the website database will be deleted at this point.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Do you transfer my data outside of the UK?

No.

Who do we share your personal data with?

We share applicant information with:

- our Local Education Authority (North Yorkshire) to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels;
- Appeals Panels and the Office of the School Adjudicator as necessary.

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.

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.

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

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may

also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only . This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

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