

Privacy Notice - Data Protection Act 1998 – for Students

AGGS are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

SIMS Learning Gateway (SLG) is provided to enable you and your parents/carers to access information about your attendance and progress in addition to submitting requests to change the information we hold about you. Access to this system is restricted by usernames and passwords which have been given to your parents/carers.

We take photographs of students for identification purposes but also for publicity. If you do not want your photograph to be published online or in the media you have the right to opt out by contacting the school or registering your preference on SLG.

Examination scripts, coursework items or recordings (e.g. drama performances or oral assessments) containing personal information such as name and candidate number will be shared with the relevant examination boards. The information may be transmitted electronically, or via the postal service in electronic or paper form.

CCTV is used around the school for crime prevention purposes.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell Mrs Gillibrand if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.