

Poole Grammar School

Headteacher: Mrs Katie Etheridge

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Poole Grammar School Privacy Notice – Applicants to the Sixth Form

Poole Grammar School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to deliver our services effectively. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018. Our data protection officer can be contacted via dpo@poolegrammar.com.

The information you provide to us and any supporting papers or information will be used to:

- To apply our admissions policy and process applications
- To provide further information regarding entry to sixth form at Poole Grammar School

We may also use this data for the following purposes:

- To assess and evaluate our services

In order to administer this process, the following information is collected:

- Personal information (such as name, contact details and address, date of birth)
- Sex
- Parent/Carer contact details (such as name, contact details and address)
- Current school
- Name of any sibling currently or formerly at Poole Grammar School
- Subjects currently studied for public examinations and predicted or mock grades
- Whether resident within the UK for the past 3 years
- Immigration status (if relevant)
- Subjects you wish to study in the Sixth Form
- Your GCSE results

Agencies we may share the information with:

- Statutory appeals panel

The lawful basis on which we process this information:

We collect and use Sixth Form Applicant information under Article 6 of GDPR 'Lawfulness of Processing' as 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 and also under Article 9 of GDPR 'Processing of special categories of personal data', including paragraph 2 (g) where processing is necessary for reasons of substantial public interest which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and

specific measures to safeguard the fundamental rights and the interests of the applicant.

Collecting personal data:

We collect your information via the Sixth Form open evening registration forms and the Sixth Form application form. We may also receive data from other organisations including local authorities and the Department for Education.

Storing personal data:

We hold personal data on secure systems and premises, and retain it for no longer than necessary. All of our staff undertake mandatory information security and data protection training and understand their obligations with regard to data handling. Access to systems, networks and premises are strictly controlled. All technology is regularly tested and patched to ensure the highest possible level of security.

Retention:

Information will be held until the end of the admissions process is over for that academic year.

If you are successful as an applicant, then the information collected will be updated by any subsequent data collection as a new student joining the school and become part of your student record and this data privacy notice will be superseded by the privacy notice for students ([Privacy-notice-Use-of-childrens-data-v1.00.pdf](#)) and data retained in line with that for students.

Requesting access to your personal data:

Under data protection legislation, parents and students (including applicants) have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact pgsoffice@poolegrammar.com in the first instance.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the school in the first instance.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact pgsoffice@poolegrammar.com.

If you require any further information about the data that we hold or how we share it, please contact our assistant headteacher with oversight of data via the school office: pgsoffice@poolegrammar.com