



ALDERLEY EDGE SCHOOL FOR GIRLS

Alderley Edge School for Girls

Privacy Notice for Older Pupils – Key Information

September 2024

Pupil Privacy Notice for older pupils - Key Information

We'd like to let you know how and why we collect information about you and what we do with it.

This information is called "personal data". The School uses all sorts of personal data. We use your personal data to:

- Teach you and other pupils;
- Make sure that you and others are behaving properly;
- Look after you and other people e.g. your friends;
- Make sure that we comply with the law, and to protect and take care of the School; and
- Advertise the School and tell people about the School and what we do here e.g. we may use photos of you in our prospectus, on our website or on social media.

Here are some examples of how we use your personal data and where that personal data comes from.

- Admissions forms give us lots of personal data. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you.
- Sometimes we get personal data from your doctors and others where we need this to look after you.
- We may need to report some of your personal data to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or if we have concerns about you.
- We tell your parents or guardian about how well you are doing at School. We will also tell them about your behaviour where we think this is the right thing to do.
- We may use photos or videos of you to show what the School is like and to advertise the School. These photos and videos may be put on the School's website, on our social media or in our prospectus. We may continue to use these photos and videos after you have left the School. Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website. We also put articles and photos in the local news to tell people about what we have been doing.
- We use CCTV to make sure the School site is safe and sometimes to investigate incidents (e.g. where pupils have been misbehaving or someone has been hurt). CCTV is not used in private areas such as changing rooms or toilets. More information can be found in our CCTV Policy here <https://www.aesg.co.uk/edge-life/policies>.
- We will send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may keep you updated about what is happening at the School after you have left, including telling you about events and activities and find out how you are getting on.

We have a way to see what you are doing when you use school computers, or the internet and we can also block websites and content that are not good for you. This helps to keep you and others safe. We have a longer version of this document that goes into more detail. You can find it here <https://www.aesg.co.uk/edge-life/privacy-notice>. See 'further information' below.

You have some important rights in your personal data. You can ask us to:

- correct your personal data if you think there has been a mistake or of something is missing, for example, if we have the wrong address for you;
- give you a copy of your personal data;
- delete your personal data;
- share your personal data with someone else;
- limit how we use your personal data, for example, whilst we check whether there is a mistake in your personal data; and
- object to how we use your personal data.

These rights do not apply in all cases. You can find more detail in the full privacy notice, and your form tutor can give you more information.

Further Information

We have a longer document that goes into more detail about how we use your personal data on the School's website. It can be found here <https://www.aesg.co.uk/edge-life/privacy-notice>. You can also get a copy by asking your parents to contact the School or by speaking to your form tutor.

The longer document includes additional points, such as more information on why we use your personal data and who we share it with.

If you have any questions about how we use your personal data, or if there is anything that you are worried about, please speak to your form tutor. Alternatively, you can speak to your parents who will talk to us on your behalf.

Last updated: September 2024

Next Review: September 2025