


QEGSMAT are a Data Controller for the purposes of the Data Protection Act (DPA) / General Data Protection Regulations 2018 (GDPR). This notice provides information to pupils and parents, including current,




Note: We have a legal duty under the DPA and the GDPR to ensure that any personal data we process is handled and stored securely.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

The majority of the data is supplied by the individual. It is the responsibility of parents / carers to ensure the data supplied, including addresses and emergency contacts remains accurate. If you wish to update your personal contact details or any other details please contact dataclerks@qegs.email or call 01335 343685 extension 11328.

The majority of pupil data is held until the end of the academic year following their date of birth + 25 years. Please see appendix 1 for further information.



We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013. See appendix 2 for further information.

Under data protection legislation, parents and pupils 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 Michelle Ward, the Data Protection Coordinator for Queen Elizabeth's Grammar School ward@qegs.email


You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations


If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

Education Data Hub (GDPR for Schools), Derbyshire County Council
DPO Email: gdprforschools@derbyshire.gov.uk
DPO Phone: 01629 532888
DPO Address: County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG



This schedule lists the principal documents held on a pupils file record. The list is not, however, exhaustive and other documents relating to their education whilst with us may be held. Files will general



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that the pupil's attend after leaving us



youth support services



who is requesting the data
the purpose for which it is required
the level and sensitivity of data requested: and
the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-pupildatabase-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>