



Privacy Notice

At Queen Elizabeth's High School (QEHS), Gainsborough, we take our responsibilities seriously and treat your data with care and consideration. We place your protection at the heart of our thinking and seek to be open, honest and transparent with what data we hold, the legal basis upon which we hold it, who we share it with and how we process and store the data.

Details of this can be found in our GDPR Policy and associated documentation.

Almost all of the data we hold has a legal basis in us carrying out our business which is to educate children and keep them safe. There is therefore no need for QEHS to seek permission to hold the vast majority of our data. We do seek unambiguous and individual permission to hold biometric data for our cashless catering system. Details of this can be found in the GDPR policy.

In general, we hold data about students and parents in order to allow us to:

- Track the progress of individual students to ensure they are making at least good progress in school
- Meet the needs of all students including those with particular needs or SEND
- Safeguard students whilst they are in school
- Work with external agencies to safeguard students when they are not in school, either during times when school is closed or for other reasons such as long-term illness
- Maintain excellent lines of communication between school and home in order to keep parents informed of educational progress as well as keep the children safe by having quick and effective methods of communicating with home.

We hold data about staff in order to allow us to:

- Hold a contract with staff and pay them appropriately for the work they carry out
- Meet their individual needs and in particular those that fall under the Equality Act 2010
- Keep them safe by having the ability to quickly contact relatives.

We hold data about prospective employees for the purpose of managing the recruitment process. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you (where applicable):

- The information you have provided to us in your application form and covering letter, including name, title, address, telephone number, personal email address, date of birth, gender, national insurance number, employment history, qualifications, hobbies and interests, personal statement.
- Any information you provide to us during an interview

All data is held securely and access to the data is only given on a needs basis.

Third parties

We share limited personal data with carefully selected third parties where this is necessary to support core educational functions. This includes enhancing the educational experiences we offer, registering students for external examinations, submitting statutory data returns to central government (such as the school census), and enabling parents and students to interact with learning platforms we use.



Before sharing any data, we ensure that third parties provide appropriate assurances that they comply with the UK GDPR and will only use the data for the agreed purposes. We do not share data with any third party that cannot meet these standards.

Individuals have a right to access their data via a Subject Access Request (SAR). These should be made in writing to the Headteacher via the school office office@gehs.lincs.sch.uk. It should be made clear in the request what information is being requested and some outline reason for the information in order for the school to meet the request quickly and efficiently. Note that unless the child is unable to understand what they are asking for, parents cannot request a SAR for their child without the permission of the child. Children can make a SAR for themselves.

Parents may request to see the educational record of their child which is a separate request to a SAR and school must provide that within one calendar month. If your request is complex or you make more than one, the response time may be a maximum of three calendar months, starting from the day of receipt.