



THE BISHOP'S STORTFORD HIGH SCHOOL

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Privacy Notice For Students

V20260729A

The Bishop's Stortford High School is required by law to collect and process personal data relating to all of its students. This privacy notice provides you with information about how we collect and process personal data of our students in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The main reason that The Bishop's Stortford High School collects/processes data is so that it can run effectively and safely as a school as well as to meet its legal obligations.

The Bishop's Stortford High School is committed to protecting the privacy and security of your personal information.

The Bishop's Stortford High School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

This notice applies to current and former (during retention period) Students.

Please see the Glossary at the end of this privacy notice for definitions of key terms.

Who are we?

The Bishop's Stortford High School is a Maintained Foundation 11-18 Secondary School in Hertfordshire. Educating approximately 1275 students, The Bishop's Stortford High School provides a single-sex education for boys in Years 07 to 11 and has a large, thriving co-educational sixth form, with over one hundred girls on roll.

Why do we collect and use student information?

We collect and use student information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We collect and use student information under the following lawful basis under the UK General Data Protection Regulation (UK GDPR):

- where we have the consent of the data subject [Article 6 (a)]
- where it is necessary for compliance with a legal obligation [Article 6 (c)]
- where processing is necessary to protect the vital interests of the data subject or another person [Article 6(d)]
- where it 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 [Article 6 (e)]
- where processing is necessary for our legitimate interests or the legitimate interests of a third party [Article 6 (f)]

Where the personal data we collect about students is sensitive (i.e. special category) personal data, we will only process it where:

- we have explicit consent [Article 9 (2)(a)]
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent [Article 9 (2)(c)] and / or
- processing is necessary for reasons of substantial public interest, and is authorised by UK law (see section 10 of the 2018 Data Protection Act) [Article 9 (2)(g)]

We use the student data to support our statutory functions of running a school, including but not limited to:

- to decide who to admit to the school
- to maintain a waiting list
- to support student learning

- to monitor and report on student progress
- to provide appropriate pastoral care
- to provide appropriate first aid and medical care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for the protection and welfare of students and others in the school
- for the safe and orderly running of the school
- to promote the school
- to communicate with parents / carers
- to facilitate public examinations

The categories of student information that we collect, hold and share include, but is not limited to:

- Personal information (such as name, sex, pronouns, unique student number and address)
- Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information such as their current student progress, their predicted progress and where appropriate data relating to any assessments, tests or exams they have undertaken
- Relevant medical information including any conditions or allergies your child may have, the need for epi-pens/medication, emergency contact and doctor's details
- Special educational needs information. This includes information about any particular needs that your child has, any funding that is received specifically for your child, statements of individual need and health care plans
- Behavioural information, which may include information about your child's general classroom behaviour including any awards gained, together with any detentions fixed-term or permanent exclusions they have received
- Pastoral and safeguarding information, including notes on any home visits undertaken
- Passport/Visa details required for educational visits abroad as well as to check eligibility to State Secondary Education
- Photographs
- CCTV footage
- Public examination entries and results
- Post-16 learning information
- Transport arrangements

From time to time and in certain circumstances, we might also process personal data about students, some of which might be sensitive personal data, including information about criminal proceedings / convictions, information about sex life and sexual orientation, child protection / safeguarding. This information is not routinely collected about students and is only likely to be processed by the school in specific circumstances relating to particular students, for example, if a child protection issue arises or if a student is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about students when they join the school and update it during their time on the roll as and when new information is acquired.

As the school has a cashless catering system, we also process student biometric data. During the enrolment process the software captures a digital signature of the student's middle fingertip, which is broken down into data points, similar to reference points on a map, this is then turned into an alpha numeric string which is encrypted and stored on the server. It is important to point out that the finger-tip recognition system does not record or store a fingerprint. The information collected will be solely for school use and only held where consent has been given by a Parent/Carer or the student (if aged 18 and over). Please see our Data Protection Policy for more details about how we process biometric data.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. Where appropriate, we will ask parents/students for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of students on our website or on social media to promote school activities or if we want to ask your permission to use your information for marketing purposes. Parents / Carers / Students may withdraw consent at any time.

When students are deemed to be old enough to make their own decisions in relation to their personal data, we will also ask the student for their consent in these circumstances. This will usually be around the age of 13.

Although parental consent is unlikely to be needed, we wish to take a collaborative approach so we will keep parents informed when we are approaching students for consent up to the age of 16.

Students with the maturity to make their own decisions about their personal data may withdraw consent if consent has previously been given.

In addition, the school also uses CCTV cameras around the school site for security purposes and for the protection of students, staff and visitors. CCTV footage may be referred to during the course of disciplinary procedures (for staff or students) or investigate other issues. CCTV footage involving students will only be processed to the extent that it is lawful to do so. Please see our CCTV policy/code of practice for more details.

Storing student data

Personal data is stored in line with the school's Data Retention Policy/Schedule. This schedule is based on guidance in the retention schedule by the Information Record Management Society (IRMS) in their Schools Toolkit, along with some customisations made by HFL advisers and TBSHS Senior Management.

We hold student data securely and have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. Access to information is limited to those who have a business need to know it and who are subject a duty of confidentiality. A significant amount of personal data is stored electronically, for example, on our MIS database. Some information may also be stored in hard copy format.

Data stored electronically may be saved on a cloud-based system which may be hosted in a different country.

Personal data may be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach involving your data where we are legally required to do so.

When a student moves to another educational setting or school phase, the vast majority of information that we hold will move to that setting, although we may need to retain a certain amount of personal data, as laid out in our Data Retention Policy and Schedule.

Where we act as the final setting in a student's education, we are required to retain some personal information for a period after they have left. Typically, that information will be retained until they reach the age of 25, after which it may be archived or securely destroyed. There may be reasons for retaining data longer than this, which are laid out in our Data Retention Policy and Schedule.

For electronic data transfer, we primarily use the "DFE School To School" transfer system (S2S).

Please note: A lot of job applications now use recruitment agencies to check accuracy/security of applicants' submissions and the school is increasingly being asked by these agencies/ex-students to confirm name, DOB, date of enrolment and public examination results for ex-students who may have left up to 30 years ago. Whilst the school does not wish to store personal data indefinitely, we may be required to at least hold these four pieces of information for longer than expected. If asked for this information, we would only release this information with the ex-student permission. Quite often these requests come with a pre-signed permission form from the ex-student, but we will still seek to contact the ex-student directly in case the permission form is fraudulent. Full student data is not normally stored past the student's 25th birthday or 35th birthday if SEN/CLA, and is reduced down to the four points listed above when the 25th/35th birthday is reached.

****** In March 2026, the Chair of the Independent Inquiry into Grooming Gangs issued a high-level instruction to retain and preserve any material, digital or physical, that may be relevant to the inquiry. The inquiry has now issued a formal notice requiring individuals and organisations who hold potentially relevant information to preserve it and not destroy, conceal, or alter it. If you have any enquiries, please contact contactus@grooming-gangs.independent-inquiry.uk. ******

<https://groominggangs.s3.amazonaws.com/uploads/2026/04/Prohibition-on-the-destruction-of-documents-Statutory-Independent-Inquiry-into-Grooming-Gangs.pdf>

Who do we share student information with?

We routinely share student information with:

- schools that students attend after leaving us
- our local authorities (Hertfordshire/Essex)
- a student's home local authority (if different)
- commissioned providers of local authority services [e.g. HFL Education]
- the Department for Education (DfE)
- school governors
- examination boards
- The Education and Skills Funding Agency (ESFA)

From time to time, we may also share student information with other third parties including, but not limited to, the following:

- the Police and law enforcement agencies
- The National Health Service (NHS)
- NHS health professionals including the school nurse, educational psychologists
- Education Welfare Officers
- Courts, if ordered to do so
- the National College for Teaching and Learning
- the Joint Council for Qualifications
- Prevent teams in accordance with the Prevent Duty on schools
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- UCAS
- our legal advisors
- our insurance providers / the Risk Protection Arrangement
- town planning (anonymised)
- transport providers

Some of the above organisations may also be Data Controllers in their own right in which case we will be joint controllers of your personal data and may be jointly liable in the event of any data breaches.

We may also share student data with a number of providers of software tools which may be used to: support student learning; monitor and report on student attainment and progress; deliver the educational curriculum; ensure the safety and wellbeing of students; communicate with parents; or to carry out other operational processes to support our core activities as a public authority, under Article 6(e) of the UK GDPR. A full list of these providers is available on request. These providers act as data processors on our behalf, and are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow them to use your personal data for their own purposes, and we only permit them to process your personal data for specified purposes and in accordance with our instructions.

In the event that we share personal data about students with third parties or data processors, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data. Where necessary, we will carry out a Data Protection Impact Assessment (DPIA) to assess any risks involved.

Our main Service/App providers are:

Type	Area	Service Name	Reason
Administration	Admissions - New Year 07	Primary Assessment Portal	Download of KS2 results for New Year 07 Students.
Administration	Care Experienced Students	Welfare Call	Track progress of care-experienced students.
Administration	Safeguarding	CPOMS	Safeguarding - Child Protection Online Monitoring System
Administration	Safeguarding	Hertfordshire Police Notification System	Safeguarding - Child Protection
Administration	Software/Training	Hertfordshire For Learning (HFL)	Traded Services - Training and MIS support.
Administration	Whole School	EduLink One	Main School App For Students, Parents/Carers and Staff. View reports, homework, timetable and so on.
Administration	Whole School	ESS Library	School Library System.
Administration	Whole School	ESS SIMS	School Information Management System.
Administration	Whole School	Examination Boards	Public Examinations - A-Level, BTEC and GCSE entries/grades as well as submission of NEA marks.
Administration	Whole School	GroupCall (Data Transfer Intermediary)	GroupCall (Data Transfer Intermediary)
Administration	Whole School	Hertfordshire County Council	Various Statutory Items.
Administration	Whole School	HM Government	Various Statutory Items.
Administration	Whole School	Microsoft Licensing	Provision of eMail/Office/OneNote/Teams.
Administration	Whole School	ParentPay	Parent/Carer Payment System.
Administration	Whole School	Vericoal (Cashless Catering)	Cashless Catering.
Administration	Whole School	Wonde (Data Transfer Intermediary)	Wonde (Data Transfer Intermediary)
Curriculum	All Subjects	Educake	Educake provides online homework and revision.
Curriculum	Business	E-Revision	Tracking student knowledge and progress.
Curriculum	Business	Pearson login	Access to Economics textbook.
Curriculum	Business	Quizz	Various Tests.
Curriculum	Business	Seneca Learning	Tracking student knowledge and progress. Seneca refers to "Seneca Learning", a free online learning platform for students aged 7-18, designed to help with homework and revision, covering a wide range of subjects from KS2 to A-Level and designed in collaboration with neuroscientists to make students exam-ready.
Curriculum	Computer Science	Ada Computer Science	Students Self-Sign Up.
Curriculum	Computer Science	Learn to Code - for Free Codecademy	Students Self-Sign Up.
Curriculum	DT	Fusion 360 (Autodesk)	Autodesk Fusion is a commercial computer-aided design (CAD), computer-aided manufacturing (CAM), computer-aided engineering (CAE) and printed circuit board (PCB) design software application, developed by Autodesk.
Curriculum	Extended Project (AQA)	ProjectQ - Website and project management tool.	
Curriculum	Geography	Hachette Learning/Boost ELearning for electronic textbooks (Hodder's online platform)	Hachette Learning/Boost ELearning for electronic textbooks (Hodder's online platform)
Curriculum	Geography	Seneca Learning	Tracking student knowledge and progress. Seneca refers to "Seneca Learning", a free online learning platform for students aged 7-18, designed to help with homework and revision, covering a wide range of subjects from KS2 to A-Level and designed in collaboration with neuroscientists to make students exam-ready.
Curriculum	German	Wordwall	Wordwall is a game-based learning platform where teachers can create and assign engaging vocabulary-based activities for students, offering a fun and interactive way to learn and assess knowledge and get instant feedback. Students do not sign in to use the app but may put of their name on a leader board, which would be public.
Curriculum	History	Carousel Learning (in the past)	Quizzing with Carousel embeds student knowledge and reduces teacher workload.
Curriculum	History	Hachette Learning/Boost ELearning for electronic textbooks (Hodder's online platform)	Hachette Learning/Boost ELearning for electronic textbooks (Hodder's online platform)
Curriculum	History	Quizizz	Quizizz is a game-based learning platform where teachers can create and assign engaging quizzes and activities for students, offering a fun and interactive way to learn and assess knowledge.
Curriculum	History	Seneca Learning	Seneca refers to "Seneca Learning", a free online learning platform for students aged 7-18, designed to help with homework and revision, covering a wide range of subjects from KS2 to A-Level and designed in collaboration with neuroscientists to make students exam-ready.
Curriculum	Mathematics	Desmos calculator	Desmos is a free, web-based graphing calculator and math learning platform that allows users to explore math concepts through interactive visualizations and tools, including graphing functions, plotting data, and solving equations.
Curriculum	Mathematics	Desmos teacher	Desmos Teacher refers to the features and resources within the Desmos platform specifically designed to support and

		Desmos teacher is now "Amplify" https://classroom.amplify.com/discover . Same thing as last year (with new name)	empower math teachers in creating and delivering engaging, interactive lessons.
Curriculum	Mathematics	Dr Frost Maths	DrFrostMaths is a free, online mathematics learning platform and teaching resource developed by Dr. Jamie Frost. Maths revision and homework.
Curriculum	Mathematics	Integral	Year 12 and 13 Mathematics Students.
Curriculum	Mathematics	MathsPad	MathsPad is a website offering a collection of interactive and paper-based resources for mathematics education, particularly for students in upper KS2 (Key Stage 2) to KS4 (Key Stage 4), designed to support a rigorous and engaging learning experience. [We have the ability to set work for classes on here, but we do not do this].
Curriculum	Mathematics	Parallel	Maths extension activities.
Curriculum	Mathematics	Times Tables Rockstars	Times Tables Rock Stars (TT Rockstars) is an award-winning, gamified platform that helps children (and adults) practice and improve their multiplication and division skills.
Curriculum	Mathematics	UKMT (UK Mathematics Trust)	The United Kingdom Mathematics Trust (UKMT) is a registered charity and company that organizes mathematics competitions and enrichment programs for young people in the UK, aiming to advance their mathematical education and foster a love for problem-solving.
Curriculum	MFL	Pearson ActiveHub	GCSE languages activities.
Curriculum	MFL	Quizlet	Master whatever you're learning with Quizlet's interactive flashcards, practice tests and study activities.
Curriculum	Music	Focus on Sound	Focus on Sound is an online, interactive music education resource, including a multimedia encyclopaedia, structured lessons, listening tests, and content creation tools, designed to enhance teaching and learning music, especially for secondary schools.
Curriculum	Music	SoundTrap for Education	Soundtrap for Education empowers students and teachers to explore creative sound recording in all subjects, for all ages and ability levels. Whether students are exploring the ways music can take presentations to the next level, collaborating with classmates to create a song, or recording podcasts to share knowledge on subjects, Soundtrap for Education amplifies learning.
Curriculum	PE (GCSE/A2) and BTEC Sport	The Ever Learner	The EverLearner radically improves learning in PE. With exam-board-specific tutorials, self-marking questions, exam-style questions and razor-sharp reporting, students can be sure that they are fully prepared for their PE exams.
Curriculum	PE/Sports	Cricket - Play-Cricket, our scoring app: https://tbshs.play-cricket.com/	Play-Cricket, our scoring app: https://tbshs.play-cricket.com/
Curriculum	PE/Sports	Cricket Teams https://schoolsfootball.co.uk/schools/bishops-stortford-high-school-512	SOCS streamlines co-curricular management with core modules for each activity outside the classroom. Integration with all MIS/SIS and VLEs gives you a unique overview for every child.
Curriculum	PE/Sports	Football Teams https://schoolsfootball.co.uk/schools/bishops-stortford-high-school-512	SOCS streamlines co-curricular management with core modules for each activity outside the classroom. Integration with all MIS/SIS and VLEs gives you a unique overview for every child.
Curriculum	PE/Sports	Rugby Teams https://schoolsfootball.co.uk/schools/bishops-stortford-high-school-512	SOCS streamlines co-curricular management with core modules for each activity outside the classroom. Integration with all MIS/SIS and VLEs gives you a unique overview for every child.
Curriculum	Science	Kerboodle	Kerboodle is the subscription service for secondary schools which provides time-saving support for teaching and learning, matched to your course or specification. There are over 80 different Kerboodle courses available, for Key Stage 3, GCSE, IGCSE®, and the IB Diploma Programme.
Curriculum	Whole School	Seneca Learning	Free Homework & Revision for A Level, GCSE, KS3 & KS2.
ITT/ECT	BSITT Mentors	TES Online Platform	
ITT/ECT	Cambridge ITT Mentors	University of Cambridge Moodle System	
ITT/ECT	ECT Mentors	UCL Extend Platform	
ITT/ECT	ECTs	Chiltern TSH / ECTManager	
ITT/ECT	ECTs	UCL Extend Platform	
Post TBSHS	University	UCAS	UCAS, which stands for the Universities and Colleges Admissions Service, is a UK-based organization that manages applications for higher education institutions, particularly for undergraduate courses at universities and colleges.
Post TBSHS	University	Unifrog	Post-18 research, planning and application preparation platform. Unifrog is an online platform, a "universal destinations platform," that helps students explore post-school options, find opportunities (universities, further education, apprenticeships, etc.), and manage their applications.
Post TBSHS	Work Experience	Services for Young People for work experience purposes	Running the year 10 and year 12 week long work experience.

Progress	Progress	ALPS	BTEC/A-Level Student Target setting and Progress monitoring.
Progress	Progress	Fischer Family Trust (FFT)	GCSE Student Target setting and Progress monitoring.
Staff Pensions	Staff	Local Government Pensions	Pension Information / Management.
Staff Pensions	Staff	Teacher Pensions	Pension Information / Management.
Staff Performance Management	Staff	TBSHS PMS	Staff Performance Management.
Staff Self-Review	Staff	IrisConnect	Staff Teaching Self-Review.
Various	Whole School	Google Forms	Organisers of all the university-run debating competitions use Google Forms.
Various	Whole School	Microsoft Forms	TBSHS uses Microsoft Forms to collect information from internal and external persons.

For the majority of the Curriculum Apps/Sites, the data uploaded will be no more than Student Name and their TBSHS email address for a personalised login to be created.

Why we share student information

We do not share information about our students with anyone without consent unless the law allows us to do so.

We share students' 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

DfE data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

LRS/Qualifications - Students aged 14+

For students enrolling for post 14 qualifications, the information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). The LRS will give us a student's ULN and may also give us details about the student's learning or qualifications. For more information about how your information is processed, and to access your Personal Learning Record, please refer to:

<https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice#tier-2-privacy-notice-text>

Youth support services - Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child/student once they reach the age 16.

Youth support services - Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

<https://www.hertfordshire.gov.uk/services/schools-and-education/young-people-and-work/young-people-and-work.aspx> .

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information> .

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- 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 student 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/data-protection-how-we-collect-and-share-research-data> .

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

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

Requesting access to your personal data

Under data protection legislation, students, and in some circumstances, parents, have the right to request access to information about them that we hold ("Subject Access Request"). From the age of 13, we generally regard students as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a student to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the student and not their parent(s) on their

behalf. This does not affect any separate statutory right parents might have to access information about their child.

Subject to the section below, the legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage parents / students to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Subject Access Policy.

Parents of students who attend a maintained school have a separate statutory right to access their child's educational record. Upon receipt of a written request for a student's educational record, the school will respond to it within 15 school days. This is an independent legal right of parents which falls outside of the UK GDPR, therefore a student's consent is not required even if a student is able to make their own decisions in relation to their personal data unless a court order is in place which states otherwise.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the student, with whom the student lives or whether the student has contact with that parent), and also includes non-parents who have parental responsibility for the student, or with whom the student lives. It is therefore possible for a student to have several "parents" for the purposes of education law.

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 our data protection responsibilities

We will always seek to comply with any requests regarding your rights, however please note that we may still be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the Information Commissioners Office (ICO) on individuals' rights under the UK GDPR.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> .

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

Data Protection Officer / ICO

We have a Data Protection Officer (DPO) to oversee our moral and legal obligations with the handling of Personal Data. If you have any questions about this document or how we handle personal information, please contact our Data Protection Officer. If you have a concern about the way we are collecting or using personal data, we request that you raise your concern with us in the first instance.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact the school by email, letter or telephone. The contact details are set out below. To help us process your request within expected legal timescales, please clearly mark any correspondence "DATA PROTECTION OFFICER" (in CAPITALS please).

DATA PROTECTION OFFICER The Bishop's Stortford High School Beaumont Avenue Bishop's Stortford Hertfordshire CM23 4SH UK	Email: dpo@tbshs.org Telephone: +44 (0) 1279 868686
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Glossary of Terms

Biometric Data	Personal Data resulting from specific technical processing relating to the physical, physiological or behavioural characteristics which allow or confirm the unique identification of that person, such as fingerprints.
Consent	Any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which they, by a statement or by a clear affirmative action, signify agreement to the Processing of Personal Data relating to them.
Data Controller	Exercises overall control over the purposes and means of the Processing of personal data.
Data Processor	Acts on behalf of, and only on the instructions of, the relevant Controller.
Data Protection Officer (DPO)	Monitors internal compliance of an organisation, informs and advises on data protection obligations.
Data Subject	Data Subjects for the purpose of this policy include all living individuals about whom we hold Personal Data.
Data User	Data Users include employees, volunteers, governors whose work involves using Personal Data.
Information Commissioner's Office (ICO)	Independent public body responsible for ensuring compliance with the UK's data protection regulations by providing guidance, investigating breaches of the regulations and dealing with complaints.
Parent	Parent has the meaning given in the Education Act 1996 and includes any person having parental responsibility or care of a child.
Personal Data	Any information relating to an identified or identifiable natural person, which could be as simple as a name or a number, or which could include other identifiers e.g. date of birth, photo, IP address etc.
Personal Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data.
Privacy by Design	Implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the GDPR.
Processing	Any operation which is performed on Personal Data, such as collection, recording, organisation, structuring, storage, adaptation or alteration, erasure or destruction.
Special Category Data	Personal Data revealing or concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data (where used for identification purposes), health and sexual orientation.
Subject Access Request (SAR)	A formal request from a data subject for information, including Personal Data, which an organisation holds about them.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Our normal method of publication is via the School's Website - <https://www.tbshs.org>.

Document Control

<u>Date modified</u>	<u>Description of modification</u>	<u>Modified by</u>
2018-05-25	Major Version 001a (Based on Hertfordshire For Learning format)	AJO
2020-12-01	Added: Covid19 / Track and Trace	AJO
2023-10-08	Removed: Covid19 / Track and Trace	AJO
2024-09-02	Added: Iris Connect	AJO
2024-09-02	Major Version 002a (New School address and various HFL updates)	AJO
2024-12-30	Minor Version 002b (Minor amendments for new School site)	AJO
2025-02-28	Minor Version 002c (Minor amendments for new School site)	AJO
2025-03-24	Minor Version 002d (Minor amendments for new School site)	AJO
2025-06-30	Minor Version 002e (Minor amendments for new School site)	AJO
2025-10-04	Minor Version 002f (Check against Hertfordshire For Learning format)	AJO
2025-10-10	Major Version 003a (Annual Review - Fast Technology Advancements/JCQ)	AJO
2026-02-19	Minor Version 003b (Minor amendment - Dates)	AJO
2026-03-04	Minor Version 003c (Further standardisation of formatting)	AJO
2026-06-12	Major Version 004a (Grooming Gang Inquiry data retention / DPO correction)	AJO
2026-07-29	Major Version 005a (Annual Review / Footer Change / Iris Connect Removal)	AJO