



Privacy notice for students

You have a legal right to be informed about how we use any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you when we process your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Queen Elizabeth's School, Gurugram are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer at dpo@qegurugram.com

Personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at our School.

Likewise, we obtain information about you from other sources, including other schools, the local authority and the government.

This information includes:

- Personal information such as your name, date of birth, passport information, Aadhaar card, visa information and unique student number
- Your contact details, including your home address
- Your test and assessment results
- Your attendance records
- Your characteristics, like your ethnic background, nationality and School meal specifications.
- Details of any special educational needs

- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Records of your usage of information technology (IT) when using a School device or network
- Photographs
- Closed-circuit television (CCTV) images

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family details
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers
- We may also hold data about you received from other organisations, including other school and government authorities

Why we use this data

We use this data to help run the School, including to:

- Fulfil our legal responsibilities
- Get in touch with you and your parents when we need to
- Support your transition to Senior School and then university, further study and training or employment when you leave
- Check how you are doing in internal and external exams and decide whether you or your teachers need extra help
- Support your entry into public examinations

- Track how well the School as a whole is performing
- Keep you and your fellow students safe, including online
- Look after your wellbeing, and ensure you are supported if you have any special needs
- Make sure you are being treated fairly
- Celebrate your achievements

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents, have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interests)

Where we are permitted to use your data, you or your parents may withdraw it at any time. We will make this clear when we ask for permission and explain how to withdraw consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds under which we can use your data.

Collecting this information

While in most cases you, or your parents, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

How we store this data

We will keep personal information about you while you are a student at our School. We may also keep it after you have left the School, where we are required to by law.

The length of time that information will be kept for will be determined in relation to the law and with reference to GDPR and local Data Protection laws.

Data sharing

We do not share personal information about you with anyone outside Queen Elizabeth's School, Gurugram without permission from you or your parents, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under local data protection law, we may share personal information about you with:

- The local authorities to meet our legal duties to share certain information with them, such as concerns about students' safety and exclusions
- Your parents and representatives so they can exercise their rights to be involved in decisions about your education and so Queen Elizabeth's School, Gurugram can work with them in your interests

- Visiting teachers and coaches so you can access additional opportunities in specialist areas of education such as music, languages or physical education
- Examining bodies to meet our responsibilities to awarding bodies to allow you to participate in public exams
- Local school regulators so they can hold us to account for the quality of education we provide to you
- Suppliers and service providers so that they can provide the services we have contracted them for
- Financial organisations so we can fulfil contracts for services to be provided to you; receive the funding and financial support you are entitled to; and allow you to participate in paid for activities such as trips
- Our auditors so the School's finances can be verified in your interest
- Health authorities to protect your vital interests, so that medical professionals and the School can best look after your health and wellbeing
- Security organisations to keep you, your peers and staff safe
- Professional advisers and consultants to help us provide you with the best education possible, in your and the public interest
- Charities and voluntary organisations where they provide a service, such as counselling, which is in your interest
- Police forces, courts, tribunals to meet our legal duties and to keep you safe
- Professional bodies to support your teachers and support staff to provide the best education

Transferring data internationally

Where we share data with an organisation outside the country, we will protect your data by following data protection laws.

Your rights

How to access the personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make automated decisions (decisions taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our Data Protection Officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

Complaints

We take complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

Contact us

If you have questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

dpo@qegurugram.com