



The Ladies' College Privacy / Data / GDPR Policy

Upper Four, Lower and Upper Five and Sixth Form Student Consent 2018/2019

This form and the personal data held by us must be verified annually by students of The Ladies' College, Sixth Form and students who have reached the age of 13.

Why does this form need to be completed?

The College is collecting the information contained on this form in order to meet our statutory responsibilities for the education of children. Whilst some of the data we hold is of legitimate interest, such as web services (OneDrive, SharePoint, CEM Durham) and needed by us to provide education to young people, there are other areas where we must seek your active consent. Accordingly, we need to establish the following information about you to comply with these responsibilities under the Education Act 1996, the School Standard and Framework Act 1998, the Data Protection Act of 1998, the Data Protection (Bailiwick of Guernsey) Law, 2017 and the replacement GDPR legislation, May 2018, where we are required to ask for your active consent.

The personal information that you provide enables us to fulfil our contractual obligations in providing information about your progress and attainment and to inform you of events and activities.

What information is being collected?

The information we hold about you must be accurate. Each year we ask that you inform us of any changes and agree to the detail that we hold. This information will be used to support us in meeting your needs in school (and linked with Elizabeth College as appropriate). It will be shared with external agencies, including the Education Services and those who have the duty to safeguard young people in our community or, as requested by you, to support you as you finish your education at The Ladies' College.

In addition to the details on this form, your internal and external examination results are processed in order for us to monitor progress, provide advice concerning subject or course choices and produce value added statistics that help the College monitor its own performance.

The College is collecting information about you so that we can better help, advise and support you. We have to share some of this information as part of our legal responsibilities. We also need the active consent from you, once she has reached the age of 13, for the items listed overleaf, linked to your rights under the new GDPR. This is collected at the start of the year in Upper Four (Year 9).

For some information we are required by Data Protection Law to obtain specific and informed permission. These appear overleaf.

Your declaration

I understand that the information which I am supplying will enable me to be educated at The Ladies’ College. If I become aware that the College is holding inaccurate personal information, I have the right to have this information corrected or removed.

I give my informed consent for College to:	PLEASE TICK ALL THAT APPLY
administer first aid to me	
include me in College trips/ activities on island as part of the taught curriculum	
include me in College trips/ activities on island as part of the wider curriculum	
include my picture in various school publications and on social media	
name me in external publications:	
<div style="text-align: right;">College website (first name only)</div>	
<div style="text-align: right;">Social media (first name only)</div>	
<div style="text-align: right;">Ilex (full name)</div>	
<div style="text-align: right;">Newspapers (full name)</div>	
<div style="text-align: right;">Other publications linked to College</div>	
I also understand that the information I supply may be shared with the Education Services and other agencies involved with the health and welfare of children and young people as a result of legitimate interest.	

We ask you to be aware that we have the facility to monitor / log individual access and use of websites and various search engines which are accessed using College systems.

Signed:Student

Date:

Please print:.....

Changes to our Privacy / Data / GDPR Policy

We keep our Privacy / Data / GDPR Policy under regular review and updates will be available on our web site. This policy was reviewed 12/09/2017.

How to contact us

Please contact us if you have any question about our Privacy Policy or information we hold about you.

By email: registrar@ladiescollege.ac.gg

By phone: 01481 721602

Or write to: The Registrar, The Ladies' College, Les Gravées, St. Peter Port, Guernsey, GY1 1RW