Privacy Notice – Pupils

Policy Code:	Gov8
Policy Start Date:	Autumn 2026
Policy Review Date:	Autumn 2027

1. Introduction

The Trust has a duty to inform pupils and their families of how they process the data that is in the Trust's control – this is done through providing pupils and their families with a privacy notice.

2. The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, contact details including parent/carers and emergency contact information, address, gender, date of birth);
- Characteristics (such as ethnicity, language, nationality, religious beliefs country of birth and free school meal eligibility);
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools you have attended);
- Assessment and attainment information (such as internal tests, pupils' progress information and examination results);
- Medical information (such as doctors' information, general health, dental health, allergies, treatment plans, medication and dietary requirements);
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs);
- Behavioural information (such as incident logs, exclusions and any relevant alternative provision put in place);
- Post-16 information (such as destinations data).
- Photo and video content taken by school staff as part of school activities.
- CCTV footage.

3. Why we collect and use this information

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect and use your information:

- To support pupil learning.
- To administer admissions and enrolment, exams and qualifications.
- To manage attendance and behaviour.
- To monitor and report on pupil attainment and progress.
- To support special educational needs (SEN) provision, health and welfare needs.
- To provide appropriate pastoral care and guidance.
- To communicate with parents/carers and pupils
- To assess the quality of our services.
- To keep pupils safe.
- To meet the statutory duties placed on us for government data collection and sharing requirements.

4. How do we collect your information

We collect your personal information via the following methods:

- School registration forms and information provided by parent/carers
- Information sent from previous schools
- Information provided by third parties, such as social or health care professionals and authorities working with the individual.

Pupil data is essential for the Trust's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

5. How do we store your information

We hold your personal information securely for a set amount of time, in line with government guidelines and the Trust's Records Management Policy.

6. The lawful basis on which we process this information

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are, under Article 6; (1e) public task, (1c) legal obligation and (1a) consent.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR; (2g) Substantial public interest, (2h) health or social care, (2b) employment, social security and social protection purposes, (2f) legal claims and (2c) vital interests.

7. Who do we share your information with

We routinely share your information with:

- Schools that the pupils attend after leaving us
- Local Authorities
- The Department for Education (DfE)
- The School Nursing Team
- The National Health Service
- Our Careers Advisory Service
- Our Educational Welfare Service

We share this information (where appropriate) with them to make sure they can provide the following services:

- Youth support services
- Careers advisers
- Post-16 education and training providers

We will only share a pupil's name, address and date of birth, however, if your parents or the person who looks after a pupil gives their permission, we may share other relevant information. When you turn 16, it is up to you whether you want to share this information.

7.1 Why do we share your information

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. We share data with the Department of Education (DfE) on a statutory basis.

7.2 Department for Education (DfE)

The DfE collects personal information from us and our Local Authorities through various collections our schools are required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: https://www.gov.uk/government/publications/security-policy-framework

7.3 How does the government use your information

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: https://www.gov.uk/education/data-collection-and-censuses-for-schools

7.4 Sharing by the DfE

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England.
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data
https://www.gov.uk/government/publications/dfe-external-data-shares

7.5 How to find out what personal information the DfE holds about you

You are legally allowed to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it uses your personal information.
- What information it holds about you.
- Why your information is held and who it might be shared with.
- For a copy of your personal data and any details of its source.

You can find out more about this by following this link:
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

You can also contact the DfE directly using its online contact form by following this link:
https://www.gov.uk/contact-dfe.

7.6 What are your rights

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the information that we hold, you can contact the Headteacher or Data Protection Officer of the Trust and they will be able to help you.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you are worried about the way we are collecting or using your information, you can speak to the Headteacher at the school or Data Protection Officer at the Trust, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can contact the people who look after information, called the Information Commissioner's Office (ICO) at https://ico.org.uk/concerns. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

7.7 If you wish to withdraw consent or are not happy with how we have handled your data

Where we process your personal data with your consent, you have the right to withdraw your consent at any time. Please contact the relevant school if you wish to withdraw your consent.

If you are not happy with the way we have handled your data, you can tell us at any time by contacting; the relevant school or Sarah Fardell, Data Protection Officer at the Trust.

8. Youth support services

Pupils aged 13+
Once our pupils reach the age of 13, we also pass pupil information to Local Authorities and/or providers 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;
- Post-16 education and training providers.

A parent or guardian can request that only their child's name, address and date of birth is passed to their Local Authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she/they reach(es) the age of 16.

For more information about services for young people, please visit the relevant Local Authority website.

Pupils aged 16+
We will also share certain information about pupils aged 16+ with Local Authorities 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 the relevant Local Authority website.

9. The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on

educational performance to inform independent research, as well as studies commissioned by the Department. 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.

You can find out more about the NPD by following this link: https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice.

10. CCTV in school

Please refer to our separate CCTV Policy and Privacy Notice, available on our Trust website.

11. Photographing and Naming of Students in relation to Marketing and Publicity – Data Protection Act Update (GDPR) – May 2018

To celebrate the achievements of our students, we would like to display photographs and information about the wide range of activities with which our students are involved. This may range from academic achievement and exam success to photos of students participating in trips and extra-curricular events. This is to recognise their personal success, generate enthusiasm and to inspire current and future generations of students. These displays may be internal on notice boards, school and Trust newsletters, school and Trust brochures or externally on the school and Trust websites and social media accounts, or in the local and national media by way of photographs, names and interviews.

Your school will have a list of consent permissions, which you and/or your parent or carer will have completed when you joined the school. A record of your responses will be collated and stored in school.

Please understand that the permissions ONLY relate to marketing and publicity at the school and the Community Inclusive Trust. There will be educational instances where your child may be recorded (as part of certain subject syllabi) and photos taken and stored on internal IT systems which are an essential part of the school's day to day functions. You may not have the option to opt out of these occurrences.

Even after giving permission, at any point in the future you have the right to withdraw consent for any of the permissions given. Please contact the relevant school direct if you wish to withdraw your consent.

12. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the Trust's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with Data Protection law.

13. Contact

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

Sarah Fardell
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Community Inclusive Trust
Warwick House
Long Bennington Business Park
Long Bennington
NG23 5JR

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