

# Privacy Notice – Pupils & Parents



Archbishop Temple  
Multi Academy Trust  
Together With God

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## Introduction

Archbishop Temple Multi-Academy Trust must process the personal data of its pupils and parents to fulfil our statutory and operational duties as an education provider.

As part of our obligations under the UK General Data Protection Regulation (UK-GDPR) we must inform you what personal data we collect about you and your child, why we need it and how it is used and managed. This information is provided in the following privacy notice.

## Data Controller

The trust is the 'Data Controller' for the personal information that we process about you and your child. This means that we are responsible for your data and make decisions on how it is used.

## Data Protection Officer

The trust has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the trust and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs N. Patel who is contactable via your school office in the first instance.

## The categories of pupil information that we process:

- Personal identifiers and contacts such as name, unique pupil number, contact details and address, including emergency contact details.
- Characteristics such as ethnicity, language, religion and gender.
- Free and paid school meal records.
- Funding records (nursery pupils)
- School trips and extra-curricular activities.
- Safeguarding information such as incident logs and professional involvement.
- Special educational needs and disabilities; requirements and support provisions in place.
- Medical and administration such as doctor information, child health, dental health, allergies, medication, dietary requirements and records of any accidents or injuries.
- Attendance such as sessions attended, number of absences, absence reasons and any previous schools attended.
- Assessment and attainment information such as results, progress and reports
- Behavioural information such as exclusions and any relevant alternative provision put in place.
- Images – CCTV (if in operation at your child's school)
- images – Identification
- Images – Promotional activities such as displays to celebrate achievements.

Please note that this list is not exhaustive, please contact us if you would like to obtain a full list of data processed.

### Why we collect and use pupil information.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to safeguard pupils
- c) to monitor and report on pupil attainment progress.
- d) to provide appropriate pastoral care
- e) to assess the quality of our services
- f) to keep children safe (food allergies, or emergency contact details)
- g) to meet the statutory duties placed upon us for DfE data collections.
- h) to advise of any curriculum related activities we undertake or encourage you to attend, by newsletter or email.
- i) to promote the school and provide an insight into school life.

### The lawful basis for processing personal data

The UK-GDPR requires the trust to meet a lawful basis for processing personal data; a lawful basis is a condition that we must meet to ensure there is a good and lawful reason for us to use personal data.

The trust rely on the following lawful bases when we process personal data relating to pupils and their families:

1. Personal data must be processed to meet a **legal obligation** namely;

Category	Law	Example
Admissions	School Admissions Code (2021)	The data we ask you to complete in your child's admission pack to ensure a smooth transition into one of our schools.
Education	Education Act (1996)	Recording your child's attendance to ensure they receive a full-time education & submitting pupil data to the DfE for the school census.
	Education Act (2002)	Monitoring your child's academic development.
Equalities	Equality Act (2010)	Collecting special characteristics such as your child's gender and ethnicity to ensure all children receive equal opportunities.

Health & Safety	Health & Safety at Work Act (1974)	Recording any accidents your child is involved in to improve the safety of our site.
Safeguarding	Keeping Children Safe in Education (2024)	Sharing your child's data with social services if we feel your child is at risk of harm.
SEND	Children & Families Act (2014) – Special Educational Needs & Disability Code of Practice (2014)	Collating an EHCP to support your child in their educational journey.

**\*Please contact the trust if further information is required about our legal obligations.**

2. Personal data is processed in the performance of a **public task** for example when using CCTV to create a secure environment for those in our school communities.
3. The trust has a **contractual obligation** to process personal data for instance when taking payment from parents for school meals and trips.
4. The trust has a **legitimate interest** to process personal data when providing educational resources and services to pupils. Such activities are not part of the statutory curriculum but complement the pupil's education, examples include access to classroom resources and learning apps.
5. As parent / carers, you have provided your **consent** for us to process your own child's personal data; consent will typically be reserved for any data processing that is optional such as the use of your child's images to promote the school and celebrate achievements.
6. The trust must process personal data in the act of protecting or saving someone's life; there is a **vital interest**. This lawful basis will typically apply in situations where we must share details with emergency services and first aiders if an incident or accident has occurred.

### Special category data

Special category data is information that we process that is much more sensitive in nature such as details about health and wellbeing and characteristics including gender, ethnicity and religion. The trust must take extra measures to ensure such information is secure and confidential, therefore we must meet an additional lawful basis from the UK-GDPR.

When processing special categories of personal data in the routine running of the trust, we rely upon the following conditions:

1. As a parent / carer, you have provided your **explicit consent** (written) to make a referral to an outside agency for support with their child's health and wellbeing; this will typically involve the sharing of pupil records containing special category data.
2. Personal data is processed for reasons of **substantial public interest** including:
  - Sharing special categories of personal data about pupils with the government to meet our legal and statutory obligations; submitting census data to the DfE for instance.

- Collecting special categories of personal data for equal opportunities monitoring to ensure all of our pupils receive equal treatment.
  - Referring serious safeguarding concerns about a pupil's health and wellbeing to the police and social services in situations where parental consent is not appropriate.
3. The trust must process special category data in the act of protecting or saving someone's life; there is a **vital interest**. We have a duty to inform emergency services of any known allergies, medical conditions and religious preferences if an accident occurs.

In certain circumstances, the trust may be required to process personal data (including special category) for the following reasons:

- If the trust is involved in a legal claim that involves you or your child; in such instances, we are processing personal data as part of or in defence of **legal claims and other judicial acts**.
- The trust may be instructed to partake in public vaccination programs and health monitoring in situations where there is a threat to health such as a pandemic. In such instances, our lawful basis to process pupil health records is for **reasons of public interest in the area of public health**.

### **Consent & Children**

A child's personal data belongs to them and not their parent or guardian, however due to the age of children in our schools we will seek consent directly from you for any data processing that is optional.

Where consent is the lawful basis relied upon for the processing of personal data, you have the right to withdraw your consent or change your preferences at any time by contacting the school office.

### **Collecting pupil information**

Most of the personal data that we collect about pupils is provided directly by you as the parent or carer upon admission. Records for each pupil will also be transferred to us from the previous school where applicable; data is transferred securely through the electronic school to school system.

As pupils progress through their educational journey with us, information is collated by the trust; we will also receive information from third party agencies if pupils require additional support such as health care plans.

In certain circumstances, the police and local authority may provide us with information they have received about a pupil and / or their family that raises a safeguarding concern. Such information will be logged and monitored on the pupils safeguarding record.

### **Storing and retaining pupil data**

To comply with the UK-GDPR, the trust only keep personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available at our school offices) outlines how long pupil records are kept and how we determine and manage these periods. As a rule of thumb, pupil educational records are kept until the child's 18<sup>th</sup> birthday, whilst safeguarding and health related records are kept until the pupil reaches 31.

Personal data about pupils and their families is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

Staff and any third parties accessing key pupil records are subject to DBS checks and strict confidentiality agreements.

### **Who we share pupil information with and why?**

The trust do not share information about pupils without consent unless the law and our policies allow us to do so.

The trust routinely share pupil information with the following third parties to fulfil our legal duties:

- Schools that the pupil attends once leaving us.
- The Local Authority
- The Department for Education
- NHS

We share pupils' data with our Local Authority and the Department for Education on a statutory basis. This data sharing underpins our funding and educational attainment policy and monitoring.

When a pupil leaves us, their records are shared with their next school. This is a statutory obligation to help with pupil transition and ensure continuity in their educational journey.

In terms of the NHS, the trust must share information about our pupils for statutory collections and routine health programmes; data will also be shared with the school nurse if a pupil requires medical attention.

### ***Appendix A provides further details on statutory data sharing.***

In addition to statutory data sharing, pupil data is shared with the following third-party providers of services to fulfil our operational duties as an education provider:

- ICT to give pupils access to the necessary school systems.
- Information Management Software Providers to help us manage pupil information more effectively.
- Classroom Apps & Software to provide pupils with access to learning resources.
- Caterers to manage lunchtime provision more effectively.

In certain circumstances, we also share pupil data with the following organisations:

- Auditors to ensure we are compliant and meet best practice standards.
- Third party support agencies if assistance is required to support a pupil's health and wellbeing or educational development (therapists, psychologists etc).
- Police and emergency services if an accident or incident has occurred.
- Professional advisors if assistance is required to support the trust with legal advice.
- Governing bodies if an incident or accident has occurred and we have a duty to report the details to them. Examples include the HSE and ICO.
- Insurance provider if we must enact a claim to which you are a party.
- Courts if we are party to a legal claim that involves you and your child.

Checks are performed on third parties with whom we share personal data to ensure they meet the high levels of data protection compliance and security expected by the trust. We take a minimalist approach to data sharing and only provide the limited amount of data if it is strictly necessary.

### **Transferring data internationally**

We do not routinely transfer the personal data of pupils and their families outside of the United Kingdom (UK). However, if an instance arises where we must do so, the trust will not share any personal data outside of the UK unless we are satisfied the exchange meets the necessary conditions of the UK-GDPR for international data processing.

### **Requesting access to your personal data and your rights**

Under data protection legislation you have the right to request access to the personal data that the trust holds about you and your child. You have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Under data protection law, individuals also have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress.
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- claim compensation for damages caused by a breach of the data protection regulations.

To make a request, please contact your respective school office in the first instance.

The school office along with the Data Protection Officer (DPO) will support you with your request; a response will be provided within one calendar month. The trust has a legal right to extend this period by a further two months for any requests deemed complex, we will however inform you of our intentions to extend the response time within one calendar month.

### **Complaints**

If you have any concerns at all about how we process your personal data, please contact us in the first instance so that we can help resolve any issues.

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data:

Information Commissioners Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>

### **Last Updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2024.

### **Appendix 1: Why we must share pupil data?**

#### **Data shared between educational settings.**

When a pupil transitions between educational settings such as from primary to secondary school, their pupil record moves with them; this is a legal obligation placed on each school to allow each setting to adequately provide an education and support to pupils. Any transfers completed between educational settings are carried out using secure file transfer systems including the DfE's school to school system (S2S) and the Child Protection Online Monitoring and Safeguarding system (CPOMs). Checks are made to confirm the pupils next destination prior to any transfer taking place.

#### **The NHS & School Nurse**

We must submit the personal data of children in reception and year 6 with the school health service as part of the annual National Childhood Measurement Programme. Further details can be found here: <https://www.gov.uk/government/publications/national-child-measurement-programme-operational-guidance/national-child-measurement-programme-2022-information-for-schools>

From time to time, the school is part of immunisation programmes and other statutory and routine medical programmes that require us to share pupil data with the NHS. Please note that we do not administer any immunisations or healthcare without the explicit consent of parents or carers.

#### **Local Authority & Department for Education**

We share pupils' data with our Local Authority and the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- The Education (Information About Individual Pupils) (England) Regulations 2013.

Statutory data collections include:

- School Census: the National Pupil Database (NPD) is owned and managed by the DfE 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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.
- Attendance Data: from the start of the 2024-2025 term, schools must share daily attendance data with the DfE to assist with their strategy to improve school attendance and reduce absences. Trust schools automatically sync their attendance data to the DfE on a daily basis via a secure encrypted platform. To find out more about the sharing of attendance data, please visit: <https://www.gov.uk/guidance/share-your-daily-school-attendance-data>