

Privacy notice – how the school uses pupil information

We also have a privacy notice written in child-friendly language, to aid pupils' understanding of their rights in relation to their data. A copy of this can be accessed [Here](#)

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – including the needs and ranking
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Extra-curricular activities information** – e.g. before and after school club attendance, trips and activities
- **Biometric information** – e.g. CCTV images, facial recognition and fingerprints

This list is not exhaustive – to access the current list of categories of information the school processes, please contact the GDPR Lead within the academy.

Why do we collect and use your 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 your information:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet the statutory duties placed on us for government data collections

How do we collect your information?

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from your previous school

- Child protection plans
- Employees

Pupil data is essential for the academy'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.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the Trust's Information Management Policy.

For more information about how we keep your information safe, please see the Trust's Data Protection Policy.

Who do we share your information with?

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving us
- Family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Youth support services
- Career advisers
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

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.

Youth support services

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

Sharing this information allows them to provide the following services:

- Youth support services
- Careers advisers

The information we share is limited to the pupil's name, address and date of birth; however, where a parent or guardian has provided their consent, other relevant information will be shared – this right to consent is transferred to pupils once they reach 16 years old.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is 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>

How does the government use your data?

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>

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 DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs 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>

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, 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>

Artificial Intelligence

Personal data may be uploaded to our AI Tools. We are the data controller of the personal data when it is used, and the AI supplier/contractor is a data processor. We have a signed agreement in place with each supplier/contractor which ensures personal data is protected. Users of our AI Tools know to process personal data in accordance with the UK GDPR and our data protection policies.

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 Trust 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 personal information that we hold about you, please contact your GDPR Lead in your academy.

If you are concerned about the way we are collecting or using your information, please raise your concern with the GDPR Lead in your academy in the first instance. You can also contact the Trust's Data Protection Officer – Laura Mellis 0300 3738600 or dpo@alplearning.org.uk

You can also contact 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.

How to withdraw consent and lodge complaints

Where our Trust processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the GDPR Lead in your academy.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in September 2024.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact your GDPR Lead or DPO.