Privacy Notice – Pupils & Parents

Archbishop Temple Multi Academy Trust
Together With God

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Introduction

The trust must process the personal data of our pupils and their families 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. 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 Miss Danielle Eadie from RADCaT Ltd who is supported by the senior leadership team at the trust and its schools. The DPO is contactable via the school office in the first instance.

The categories of pupil information that we process:

Record Type:	Data:
Personal Identifiers (general information held on the pupil profile)	- Full Name - Date of Birth - UPN - Parent / Guardian Full Names - Home Address - Contact Details - Emergency Contact Details - Image (identification) - Siblings at School

Special Characteristics	- Gender - Ethnicity - Religion - Language (if English is not the childs first spoken language) - Benefit Entitlement (Pupil Premium, Free School Meals, Nursery Funding etc)
Educational Records	- Assessment - Pupil Progress - Annual Reports for Parents - Work Books & Sheets
Pastoral Records	- Attendance - Behaviour - Safeguarding & Child Protection
Health Records	- Allergies & Dietary Requirements - Accidents & Injuries - Medication - Special Educational Needs - Health & Wellbeing
Operational Records	- Free & Paid School Meals - School Trips - School Clubs - Images (CCTV) - Images (Promotional, social media etc) - System & Internet Usage Logs

Please note that this list in 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
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

Under the UK-GDPR, we must have a lawful basis to process personal data; personal data is any data that can identify a living individual. The trust rely on the following lawful bases when we process personal data relating to pupils:

1. The trust must process personal data to meet a **legal obligation** namely;

Category	Law	Purpose for Processing
Admissions	School Admissions Code (2014)	Administer admissions & appeals process
Education	Children's Act (1989)	Submission of data for research
	Education Act (1996)	Submission of census data to Local Authority & DfE.
	Education Act (2005) Education & Inspections Act (2006) Education & Skills Act (2008) Childcare Act (2006)	School improvement & accountability (Ofsted)
	Education Regulations (2002)	Effective management of school
	Education (Information about Individual Pupils, England) Regulations 2013)	School funding and attainment monitoring
Equalities	Equality Act (2010)	Protect individuals by preventing discrimination
Health & Safety	Health & Safety at Word Act (1974)	Providing a safe & secure environment
Safeguarding	Safeguarding Act (2006)	Safeguarding of Children
	Keeping Children Safe in Education (2024)	
	Working Together to Safeguard Children (2018)	
SEND	Children & Families Act (2014) – Special Educational Needs & Disability Code of Practice (2014)	Provide support & pastoral care

***Please contact the school office if further information is required about our legal obligations.**

2. Personal data is processed in the performance of a **public task** for example:

- Sharing data with the local authority and DfE to support educational based decision making and funding in the UK.
- The use of CCTV to create a secure environment and to aid in crime prevention and detection.
- Data is processed in the act of providing a full-time education to pupils.
- Retaining an image of pupils for identification purposes.

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 childs personal data; consent will typically be reserved for the use of images to promote the trust 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 childs 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; 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 childs personal data belongs to them and not their parent or guardian. However, we understand that children in our schools are perhaps too young to understand and make decisions about their own data. We will therefore seek any consent directly from the parent or guardian.

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.

CCTV

Closed Circuit Television is in place around certain trust sites (internally & externally) to maintain security and for the purposes of crime prevention & detection. The trust will also review incidents of any inappropriate behaviour by pupils where necessary.

Access to CCTV systems is strictly limited to a select few staff; the trust do not monitor the system and only review footage if we are notified of an incident. Please contact the trust for a copy of our CCTV Policy for further information about how we use CCTV.

Monitoring – Internet Use & Digital Systems

Safeguarding laws encourage schools to monitor the internet usage of our pupils to ensure that they are safe online. Trust schools have software that notifies the relevant staff member(s) in the event that your child visits a prohibited website or searches for an inappropriate term. Usage data and notifications from this software will be used to investigate any instances of inappropriate use in line with our behaviour policies.

Artificial Intelligence (AI)

Whilst AI is not a new phenomenon, it's recent growth and availability continues to provide a wealth of benefits and resources for those in the education sector. We do however understand that the use of such software poses some risk to the data that we process and must be used in a secure and controlled environment.

As a rule of thumb, the trust do not apply AI to identifiable personal data, nor do we use our data to further train AI systems (make them smarter). In the event that the trust wishes to use AI software, we will ensure that the content is general in nature and any personal data is anonymised where possible.

Prior to utilising any AI software, the trust take a risk based approach to help ensure our data is secure and that such systems are not making decisions for and about members of the trust community; human input will always remain key.

At present, the trust does not use or apply any 'automated decision making' to personal data.

Collecting pupil information

We collect most of the personal data that we need directly from you upon admission; we may also receive some information from your childs previous school or the local authority if it is relevant to your childs place with us. We will collate further records as your child progresses through school, for example attendance logs and assessment data.

Some records may be collated by third party agencies if your child requires specialist educational support.

Is the processing of personal data optional?

Most of the information that we collect is mandatory and we need it to fulfil our statutory duties as an education provider. We will inform you at the point of collection in instances where the use of your childs data is optional.

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 the school office) 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 childs 18th birthday, whilst safeguarding and health related records are kept until the pupil reaches the age of 25. The trust reserves the right to retain records beyond the stated periods if we feel there is compelling reason to do so.

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.

Trust staff and those 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 as an education provider:

- Schools that the pupil attends once leaving us.
- The Local Authority
- The Department for Education
- NHS & Third Party Health Agencies

Appendix A provides further details on statutory data sharing with the above parties.

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 complaint 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. The trust 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). If a situation arises whereby we must do so, the trust will ensure that the transfer is compliant with the UK-GDPR's rules on international data processing and is sent via secure methods.

Requesting access to your personal data and your rights

Individuals have a number of rights in relation to their own personal data; parents can also exercise theses rights on behalf of their child in trust schools: In certain circumstances, parents have the right to:

- Ask us about the information we hold about you and your child and request copies of the information by making a 'subject access request'.

- Ask us to rectify any information that you feel is inaccurate or incomplete.
- Ask us to erase the personal information about you and your child in certain circumstances.
- Ask us to restrict or object to the processing of yours or your childs personal information if you do not feel we have legitimate grounds to do so.
- Object to the processing of yours or your childs personal data in situations where processing is optional; we have asked your permission.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you would like to find out further information or make a request relating to your rights, please contact the school office in the first instance. There will not usually be a fee to exercise your data protection rights.

The trust will provide you with a response within one calendar month; the trust reserves the right to extend the response time for more complex requests by a further two calendar months, we will however inform you of any intention to extend within the first 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 February 2025.

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 the 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).

NHS

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.

National Pupil Database

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

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.

We are required by law, to provide information about our Students to the DfE as part of statutory data collections; the school census is an example of when we share data. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

DfE Attendance Data

From the start of the 2024-2025 term, schools in England must now share their daily attendance data with the DfE to comply with statutory guidance 'working together to improve school attendance' (2024):

https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

The school must share each pupils daily attendance data which is transferred securely through an electronic portal. Parents and guardians can find out more about how the DfE use attendance data by visiting their privacy notice:
https://assets.publishing.service.gov.uk/media/66c8836399faef7c8c117816/DfE_privacy_notice_for_school_attendance_data_collection.pdf