

THE HEATH ACADEMY TRUST

Privacy Notice for Pupils

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2020-1	November 2020	3 year review
2023-1	November 2023	3 year review – updated in line with Data protection: privacy notice model documents - GOV.UK (www.gov.uk)
2023-2	June 2025	Minor updates

PRIVACY NOTICE FOR PUPILS (How we use child information)

1. Categories of Information

- 1.1 The categories of school workforce information that we collect, process, hold and share include:
- personal identifiers and contacts (such as name, unique pupil number, contact details and address).
 - characteristics (such as ethnicity, language, and free school meal eligibility).
 - safeguarding information (such as court orders and professional involvement).
 - special educational needs (including the needs and ranking).
 - medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements).
 - attendance (such as sessions attended, number of absences, absence reasons and any previous settings attended).
 - behavioural information (such as exclusions and any relevant alternative provision put in place).

2. Why We Collect And Use This Information

- 2.1 The DfE and government require us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.
- 2.2 We use the pupil data to:
- enable good quality, targeted learning for individuals,
 - provide suitable care and support for pupils,
 - assess and monitor pupil progress,
 - monitor our effectiveness as a school,
 - comply with the law regarding data sharing,
 - to protect and safeguard pupils.

3. The Lawful Basis On Which We Use This Information

- 3.1 We make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.
- 3.2 The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.
- 3.3 The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.
- 3.4 We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.
- 3.5 We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school. Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

3.6 In school we also use various third party tools to make sure that pupils best interests are advanced. This includes financial software to manage school budgets, which may include some pupil data. We use systems to take electronic payments for school meals. We use software to track progress and attainment. We must keep up to date information about parents and carers for emergency contacts.

3.7 We also use contact information to keep pupils, parents and carers up to date about school events.

4. Collecting Pupil Information

4.1 Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

5. Storing Pupil Data

5.1 Please adhere to the Data Retention Policy.

6. Who We Share Pupil Information With

6.1 We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

7. Why We Share Pupil Information

7.1 We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

7.2 We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

7.3 We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

8. Requesting access to your personal data

8.1 Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact your school's Data Protection Officer.

8.2 You also 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

8.3 If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

8.4 For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

9. How Government uses your data

9.1 The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy

9.2 All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

10. Data collection requirements

10.1 To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

10.2 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 reaches the age 16.

11. The National Pupil Database (NPD)

11.1 Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education (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 for Education (DfE).

11.2 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.

11.3 To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

12. Sharing by the Department for Education (DfE)

12.1 The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- early years providers, schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

12.2 For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/df-external-data-shares>

13. How to find out what personal information the Department for Education (DfE) holds about you

13.1 Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

14. Withdrawal of consent and the right to lodge a complaint

14.1 Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting your school.

15. 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 June 2025.

16. Further Information

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

- Your school's data protection officer/data protection controller
- The Trust data protection officer