



The Park  
Academies  
Trust

# Privacy Notice for Pupils

How we use pupil information which will include some parental information

## TPAT Policy Management

| Document history |         |                  |                    |                |                                 |
|------------------|---------|------------------|--------------------|----------------|---------------------------------|
| Review date      | Version | Reviewer / owner | Executive approval | Approving body | Meeting date of policy approval |
| 11/2022          | 1       | HGP              | 11/2022            | FRAC           | 14/11/2022                      |
| 06/2025          | 2       | HGP              | 06/2025            | FRAC           | email approval<br>10/07/2025    |
| 06/2026          | 3       | HGP              | 06/2026            | FRAC           | 29/06/2026                      |

| Material changes since last publication |                                |
|-----------------------------------------|--------------------------------|
| Section                                 | Changes                        |
| Version 3                               | Added<br>Looked After Children |

This privacy notice is reviewed every three years. The next review is due by June 2029.

## **1. The categories of school information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information (including the needs and ranking)
- relevant medical and administration information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment information (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV

## **2. Why we collect and use this information**

We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to provide academic, examination and career references for pupils and staff
- to fulfil the school / Trust contractual and other legal obligations
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

We collect and use pupil information under Article 6(1)(e) of the UK GDPR, public task, data processing which is necessary to allow the school to function, Article 6(1)(c),

processing which is necessary for compliance with a legal obligation, and Article 6 (1)(a), data which is processed with the explicit consent of an individual.

### **3. Collecting pupil (and parental) information**

We collect pupil information eg via registration forms at the start of the school year.

Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the UK GDPR, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### **4. Storing pupil information**

We hold pupil data until the pupil is 25 years old. For more information on our data retention schedule and how we keep your data safe, please visit [www.theparkacademiestrust.com](http://www.theparkacademiestrust.com).

### **5. Who we share this information with**

We routinely share pupil information with:

- Schools and colleges that the pupils attend after leaving us
- Our Local Authority (LA)
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- Agencies such as the Qualifications and Curriculum Development Agency (QCDA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT) and the Police. These are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

### **6. Why we share pupil information**

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

## **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our LA 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:

- youth support services
- careers advisers

The information shared is limited to the pupil's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age of 16.

Data is securely transferred.

## **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our LA 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

Data is securely transferred.

For more information about services for young people, please visit our LA website.

## DfE

The DfE collects personal data from educational settings and LAs via various statutory data collections. We are required to share information about our 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 data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see the How government uses your data section.

### 7. Requesting access to your personal data

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:

|                                                 |               |                                                                |
|-------------------------------------------------|---------------|----------------------------------------------------------------|
| Abbey Park School                               | Mrs N Pursey  | admin@abbeyparkschool.org.uk                                   |
| Bridlewood Primary School                       | Ms S Long     | sbm@bridlewood.org.uk                                          |
| Highworth Warneford School                      | Mr R Blake    | admin@warnefordschool.org.uk                                   |
| Lydiard Park Academy                            | Mrs M Newman  | ask@lydiardparkacademy.org.uk                                  |
| Orchid Vale Primary School                      | Mrs R Lee     | enquiries@orchidvale.org.uk                                    |
| Red Oaks Primary School                         | Mrs E Painter | admin@redoaks.org.uk                                           |
| Kingfisher CE Academy<br>The Deanery CE Academy | Ms M Bishop   | admin@kingfishercofe.org.uk<br>admin@deanerycofeacademy.org.uk |

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete

- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (ie permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- claim compensation for damages caused by a breach of the Data Protection regulations

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 (ICO) at [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by the DfE, please see the How government uses your data section of this notice.

## **8. Withdrawal of consent and the right to lodge a complaint**

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 the Data Protection Officer [dyert@theparkacademiestrust.com](mailto:dyert@theparkacademiestrust.com).

## **9. 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.

## **10. Contact**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, The Park Academies Trust, [dyert@theparkacademiestrust.com](mailto:dyert@theparkacademiestrust.com).

## **11. How government uses your data**

The pupil data that we lawfully share with the 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, school GCSE results or Pupil Progress measures)
- supports longer term research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## **12. Data collection requirements**

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

### **The National Pupil Database (NPD)**

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 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 DfE.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, LAs and awarding bodies.

To find out more about the NPD go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guideand-supporting-information>.

### **Sharing by the Department for Education (DfE)**

The law allows the DfE to share pupils' personal data with certain third parties, including:

- schools and LAs
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the DfE's NPD data sharing process, please visit <https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>.

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

For information about which organisations the DfE has provided pupil information to, and for which project, or to access a monthly breakdown of data shares with the Home Office and the Police, please visit <https://www.gov.uk/government/publications/dfeexternal-data-shares>.

### **13. How to find out what personal information the DfE hold about you**

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

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they are 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 DfE, you should make a subject access request.

Further information on how to do this can be found within the DfE's personal information charter:

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

To contact the DfE: <https://www.gov.uk/contact-dfe>

## **Looked After Children (LAC)**

How we use information for children in care

For some pupils, we process additional personal data where a child is looked after (in care) or is a child in need. This information is more sensitive and is handled with additional care.

What additional information we hold

In addition to standard pupil data, we may process:

Care status (eg looked after, child in need)

Placement details and relevant dates

Social care information (such as referrals, assessments, child protection plans)

Outcomes information (eg health and dental checks, wellbeing assessments)

Adoption and care leaver information where applicable

Why we use this information

We use this information to:

Safeguard and protect children

Support their wellbeing, education and progress

Provide pastoral care and targeted support

Work with relevant professionals and services

Meet our legal obligations and statutory reporting duties

Lawful basis for processing

We process this information under the UK GDPR using:

Article 6: Public task and / or legal obligation

Article 9: Substantial public interest (including safeguarding children and individuals at risk)

Sharing information

We may share this information, where necessary, with:

The local authority and children's social care

The Virtual School Head and related services

Health professionals and safeguarding partners

The Department for Education and other statutory bodies

In some cases, we may share information without consent where this is necessary to safeguard a child or comply with legal duties.

Safeguarding and confidentiality

The safety and wellbeing of the child is our priority. Information will only be used or shared where it is lawful, proportionate and in the best interests of the child, and is subject to enhanced confidentiality controls.

Data retention and security

This information is:

Kept only for as long as necessary in line with safeguarding and the Retention Schedule

Stored securely and accessed only by authorised staff

Your rights

Pupils and those with parental responsibility have rights under data protection law, including access to information.

However, some rights may be restricted where necessary to protect a child or support safeguarding processes.