

## **Privacy notice for pupils and parents**

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), Section 537A of the Education Act 1996 and Section 83 of the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018, and the modernised framework of the Data (Use and Access) Act 2025 (DUAA).

## **Who Collects This Information**

Initio Learning Trust is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

We may collect, store and use the following categories of personal information about you:

## **Categories of Pupil Information We Collect, Process, Hold and Share**

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in Trust activities, and images captured by the Trust’s CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Post 16 learning information;
- Recordings of pupils and/or parents from the Trust’s video conferencing platform.

## **Collecting this Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK 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.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **How We Use Your Personal Information**

We hold pupil data and use it for:

- Pupil admissions (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the Trust's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the Trust's IT and communications systems in accordance with the Trust's IT security policy;
- Making use of photographic images of pupils in Trust publications, on the Trust website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the Trust's purposes, including to obtain appropriate professional advice and insurance for the Trust.
- Providing you with reports and communications about your child.

## **The Lawful Bases on which we use this Information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Recognised Legitimate Interest: the processing is necessary for safeguarding vulnerable people or the prevention and detection of crime under the Data (Use and Access) Act 2025;
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Processing Special Category Data**

Where we process special category personal data (such as health information, ethnicity, or biometric data), we will only do so where we have both a lawful basis and a specific condition under UK GDPR Article 9. The conditions we rely on are:

- Explicit Consent (for example, for the use of biometric data in school catering systems).
- Substantial Public Interest (for example, for fulfilling our statutory safeguarding duties or providing DfE census information).
- Provision of Health or Social Care (for example, assessing medical needs or working with health professionals).
- Vital Interests (for example, in a medical emergency where you or your child cannot physically or legally give consent).

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

## **Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will only share your data without your consent where we are required to do so by law, or where it is necessary to fulfil our statutory duties (such as safeguarding your welfare, public health requirements, or for the prevention and detection of crime).

We share pupil information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as [Time Tables Rockstar, Sparx Learning, Tassimo] and
- The Local Authority.
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds;

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK. If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why we Share this Information**

For example, we share students' data with the DfE on a statutory basis which underpins Trust funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Storing Pupil Data**

The Trust keeps information about pupils on computer systems and sometimes on paper.

Except as required by law, the Trust only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our data retention policy, this can be found on the Trust's website.

### **Automated Decision Making**

Automated decision-making takes place when an electronic system uses personal information to make a decision without meaningful human intervention. Under the Data

(Use and Access) Act 2025, the Trust may use automated processing to make significant decisions about pupils, provided we implement appropriate statutory safeguards.

Pupils will only be subject to significant automated decision-making where we have a lawful basis for doing so. In such cases, you will be notified and you retain the statutory right to receive information about the decision, make representations, contest the decision, and obtain human intervention.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the Trust only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

### **Youth Support Services**

#### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority 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.

We must provide the pupils name, the parents name(s) and any further information relevant to the support services role.

This enables them to provide services as follows:

- youth support services
- careers advisers

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.

#### **Pupils aged 16+**

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

### **The National Pupil Database**

The NPD is owned and managed by the Department for Education 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. 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>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Your Rights of Access, Correction, Erasure and Restriction**

Under certain circumstances by law, you have the right to:

- **Access your personal information** (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you. Please note that under the Data (Use and Access) Act 2025, the Trust is only legally obligated to provide confirmation and personal data that can be located following a reasonable and proportionate search for the requested information.
- **Correction of the personal information we hold about you.** This enables you to have any inaccurate information we hold about you corrected. Please note that where records reflect historical events, professional opinions, or safeguarding reports, these represent a factual record of what was reported or understood at that specific time. In these circumstances, the Trust cannot erase or alter the original historical record. Instead, we will fulfil your right to rectification by appending a supplementary statement to the file.
- **Erasure of your personal information.** You can ask us to delete or remove personal data if there is no good reason for us continuing to process it. Please note that this is not an absolute right. The Trust cannot erase personal data where we are required by law to retain it (for example, statutory pupil records, attendance registers, or safeguarding files), or where it is necessary for the performance of a task carried out in the public interest.
- **Restriction of processing your personal information.** You can ask us to suspend processing personal information about you in certain circumstances.
- **To object to processing in certain circumstances.** Please note: You have an absolute right to object to your data being used for direct marketing.
- **To challenge significant decisions** made about you based solely on automated processing, and obtain human intervention.
- **To transfer your personal information** to another party.

If you want to exercise any of the above rights, please contact your relevant school’s Headteacher, or the Data Protection Officer. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is an appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please notify the school office. Once we have received notification that you have withdrawn

your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **How to Raise a Concern**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with your Headteacher in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by your Headteacher or their delegate, then you can contact the DPO on the details below:

Data Protection Officer: Tracy Broadbent

- Address: Allenbourn Middle Trust, East Borough, Wimborne, BH21 1PL
- Email: [privacy@initiolearning.org](mailto:privacy@initiolearning.org)
- Telephone: 07761 045361

If your concern amounts to a formal complaint regarding the Trust's handling of your personal data, it will be managed in accordance with our statutory obligations. The Trust will acknowledge your data protection complaint without undue delay and the Data Protection Officer will provide a formal written outcome within one calendar month of receipt, as outlined in our main Data Protection Policy.

You also have the right to make a complaint at any time to the Information Commission, the UK supervisory authority for data protection issues.

- Report a concern online at: <https://ico.org.uk/concerns/>
- Call: 0303 123 1113
- Or write to: Information Commission, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.