



Student Privacy Notice

(How we use Pupil Information)

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Alliance website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
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**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Alliance Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Alliance Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

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Student Privacy Notice (How We Use Pupil Information)

1. Introduction

1.1 The Trust is the Data Controller for the personal information processed by the Trust and its Schools and Academies.

1.2 To operate our Schools and Academies and support pupils' learning, wellbeing and achievement, we collect and use information about pupils. In this notice, the School, Academy and Trust are referred to as "we", "our" or "us". Pupils are referred to as "you" or "your".

1.3 Much of the information we collect is classed as "personal data". The way we use personal data is governed by the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and relevant education legislation.

1.4 This Privacy Notice explains:

- What information we collect
- Why we collect and use it
- The lawful basis for processing
- How we store and retain information
- Who we share information with
- Your rights under data protection law
- How to contact us or make a complaint

2. What Information We Collect About Pupils

2.1 We may collect and process the following categories of personal data:

- Personal details (name, date of birth, unique pupil number)
- Contact details
- Family and household information
- Admissions information
- Attendance and punctuality records
- Curriculum and assessment records
- Behaviour and safeguarding records
- Academic progress and attainment
- Examination entries and results
- Information relating to trips, visits and extracurricular activities
- Photographs and recorded images
- CCTV footage
- Work created by pupils including files, messages, documents and artwork
- Records of discussions with staff and external professionals
- Records of use of school IT systems and online learning platforms
- Information relating to equipment loans and asset tracking

- Information relating to careers advice and post-16 choices

2.2 We may also process information received from:

- Previous schools
- Local authorities
- Health and social care professionals
- External agencies involved in supporting pupils

2.3 Some information is classified as “special category personal data” and receives additional legal protection.

2.4 Special category data we may process includes:

- Physical and mental health information
- Medical conditions and allergies
- Information relating to SEND requirements
- Ethnicity and language information
- Eligibility for free school meals or pupil premium funding
- Safeguarding and child protection information
- Biometric information used for identification purposes

3. Why We Collect and Use This Information

We use pupil information to:

- Support admissions and enrolment
- Support teaching and learning
- Monitor and report on pupil progress
- Provide pastoral care and safeguarding support
- Protect pupil health, safety and welfare
- Enable pupils to sit examinations and assessments
- Support special educational needs and disabilities (SEND)
- Administer school trips and extracurricular activities
- Manage behaviour and attendance
- Communicate with parents and carers
- Meet statutory and regulatory obligations
- Improve the quality of education and services we provide
- Maintain the security of school premises and IT systems

4. Lawful Basis for Processing

4.1 Under UK GDPR, the lawful bases we rely on for processing personal data include:

4.1.1 Public Task – Article 6(1)(e)

Processing is necessary for us to perform our official functions as an educational provider.

Examples include:

- Recording attendance
- Delivering education
- Monitoring academic progress
- Safeguarding pupils

4.1.2 Legal Obligation – Article 6(1)(c)

Processing is necessary to comply with legal and statutory obligations.

Examples include:

- School census returns
- Sharing information with the Department for Education
- Safeguarding duties

4.1.3 Vital Interests – Article 6(1)(d)

Processing is necessary to protect someone's life.

Examples include:

- Sharing emergency medical information with healthcare professionals

4.1.4 Consent – Article 6(1)(a)

Where consent is required, we will ask for it separately and clearly.

Examples may include:

- Certain uses of photographs
- Biometric systems
- Some educational apps or online services

You may withdraw consent at any time.

4.2 Where we process special category data, we rely on one or more of the following conditions under Article 9 UK GDPR:

4.2.1 Explicit Consent – Article 9(2)(a)

For example:

- Biometric identification systems

4.2.2 Employment, Social Security and Social Protection Law – Article 9(2)(b)

Where processing is required by education or safeguarding legislation.

4.2.3 Vital Interests – Article 9(2)(c)

For emergency medical situations.

4.2.4 Substantial Public Interest – Article 9(2)(g)

Including safeguarding, equal opportunities monitoring and supporting pupils with SEND.

4.2.5 Health or Social Care – Article 9(2)(h)

Where necessary to support pupil health and wellbeing.

5. Collecting This Information

5.1 We collect pupil information from:

- Parents and carers
- Registration and admissions forms
- Previous schools through the Common Transfer File (CTF)
- Local authorities
- Teachers and school staff
- Examination boards
- Healthcare and support professionals
- CCTV and school IT systems

5.2 Some information must be provided to us by law or as part of our contractual relationship with parents and carers. Where information is optional, we will explain this clearly.

6. Storing and Retaining Personal Data

6.1 Most pupil information forms part of the pupil educational record.

6.2 Where a pupil transfers to another school, relevant educational records are securely transferred to the new school.

6.3 We retain pupil records in accordance with the Information and Records Management Society (IRMS) Schools Toolkit and our Data Retention Policy.

6.4 Typical retention periods include:

- Pupil educational record: until the pupil's 25th birthday
- SEND records: until the pupil's 35th birthday
- Attendance records: generally 3 years after the academic year
- Free school meals records: current year plus 6 years
- Admissions register: retained in accordance with statutory guidance

6.5 Records are securely destroyed when no longer required.

6.6 If you would like further information about retention periods, please contact the Data Protection Officer.

7. Sharing Personal Data

7.1 We may share personal information where required by law, where necessary to fulfil our educational duties, or where consent has been provided.

7.2 Organisations we may share information with include:

- Local Authorities
- The Department for Education (DfE)
- The National Pupil Database (NPD)
- Ofsted
- Examination boards and awarding bodies
- NHS services and healthcare professionals
- Social care services
- Police and courts where legally required
- Careers services and youth support services
- Academy trusts and schools
- IT service providers and educational software providers
- Financial auditors and regulators
- Voluntary and charitable organisations supporting pupils
- Parents, carers and authorised representatives

7.3 Where we use third-party suppliers or cloud-based systems, we ensure appropriate contracts and safeguards are in place to protect personal data.

7.4 We do not share pupil information with the press or media without appropriate consent unless legally required or necessary for safeguarding reasons.

8. Youth Support Services

Pupils Aged 13+

8.1 Under the Education Act 1996, we may share limited information with the local authority to support youth services, education and training.

8.2 This information helps provide:

- Careers advice
- Post-16 education support
- Youth support services

8.3 Parents/carers, or pupils aged 16 and over, may request that only name, address and date of birth are shared.

- Pupils Aged 16+

8.4 We may also share information with youth support service providers and local authorities to assist with post-16 education and training responsibilities.

8.5 Pupils aged 16 or over may object to additional information being shared by contacting the School.

9. National Pupil Database (NPD)

9.1 We are required by law to provide information to the Department for Education (DfE) as part of statutory data collections, including the school census.

9.2 Some of this information is stored within the National Pupil Database (NPD).

9.3 The DfE may share information from the NPD with approved organisations conducting research or analysis relating to education, training and children's wellbeing.

9.4 For further information, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

10. Your Data Protection Rights

10.1 Under data protection law, individuals have rights including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (in certain circumstances)
- The right to restrict processing
- The right to object to processing
- The right to data portability (where applicable)
- Rights relating to automated decision-making and profiling

10.2 Where processing is based on consent, consent may be withdrawn at any time.

10.3 Requests relating to personal data should be submitted to the Data Protection Officer.

10.4 We will respond to requests in accordance with UK GDPR timescales and legal requirements.

11. Parents' and Carers' Rights

11.1 Parents and carers generally have rights to access information relating to their child while the child is under sufficient age and understanding.

11.2 As children mature, their own rights and confidentiality increase. Schools will assess requests on a case-by-case basis, taking account of the child's age, understanding and best interests.

11.3 We may refuse to disclose information where disclosure would:

- Put a child at risk of harm
- Impact the rights and freedoms of others
- Conflict with safeguarding obligations
- Breach legal professional privilege or other exemptions

11.4 Schools are legally required to provide reports on pupil progress to parents and carers.

12. CCTV, Monitoring and IT Systems

12.1 The Trust operates CCTV systems and monitors the use of school IT systems for safeguarding, security, network management and educational purposes.

12.2 Use of school IT systems must comply with the Trust's Acceptable Use Policy.

12.3 Monitoring may include internet usage, emails, device activity and filtering systems where lawful and proportionate.

13. Automated Decision Making and Biometrics

13.1 The Trust does not normally make decisions about pupils solely using automated processing.

13.2 Where biometric systems are used, separate consent will be obtained in accordance with the Protection of Freedoms Act 2012.

14. Contact Details and Complaints

The Trust is responsible for ensuring that personal data is processed lawfully and securely.

Data Protection Officer

Name: Sarah Horrigan

Email: horrigans@tastrust.org.uk

If you have questions about this Privacy Notice or wish to exercise your rights, please contact the Data Protection Officer.

If you are dissatisfied with how we have handled your personal data, you may complain to the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

Additional Governance Recommendations

To ensure ongoing compliance with UK GDPR, Department for Education guidance and ICO expectations, the Trust should also ensure it maintains:

- A current Data Protection Policy
- Records of Processing Activities (ROPA)
- Data Sharing Agreements with suppliers
- Data Protection Impact Assessments (DPIAs) where required
- Staff data protection training
- Cyber security and retention controls
- Appropriate safeguarding and online monitoring policies
- Biometric consent procedures where applicable

Note: ACAS guidance primarily applies to employment and staff relations. As this document relates to pupil data processing, the primary regulatory considerations are UK GDPR, the Data Protection Act 2018, Department for Education guidance, ICO guidance and safeguarding legislation.