

Privacy Notice - how we use pupil information

Under UK data protection law, individuals have a right to be informed about how our Trust and its schools uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

For the purposes of UK data protection law, Leading Edge Academies Partnership is the 'data controller'. We are registered as a Data Controller with the ICO: Ref Z2727836.

The Data Protection Officer for Leading Edge Academies Partnership is David Teasdale (Tel: 01736 688442, Email: dteasdale@leadingedgeacademies.org).

Each school in the Trust also has an Information Management Lead to maintain local oversight and compliance. The Information Management Lead for St Hilary School is Rob Hamshar (Tel: 01736 763324, Email: head@st-hilary.cornwall.sch.uk).

This privacy notice explains how we collect, store and use personal data about pupils at our schools.

The categories of pupil information that we process 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 health (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 schools attended)
- assessment and attainment (such as results on internal assessments and externally set tests)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- support received (such as plans, support providers, or care packages)
- photographs and CCTV images captured in school
- information about your child's use of our information and communication systems, equipment and facilities (e.g. school computers)
- school trips, visits and extra-curricular activities

We may also hold data about pupils that we have received from other organisations, including other schools and local authorities.

Why we collect and use pupil information

We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to administer admissions
- to assess the quality of our services
- to keep children safe (i.e. food allergies, or emergency contact details)
- to administer school property
- to make sure our information and communication systems, equipment and facilities are used appropriately, legally and safely
- to effectively manage behaviour
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- to comply with the law regarding data sharing

We will only use pupils' personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is compatible with the original purpose. If we need to use a pupil's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process a pupil's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of pupils' personal data for filtering and monitoring purposes

We monitor pupils' use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety, and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect pupil welfare

Our lawful basis for using this data

We only collect and use pupils' personal data when the law allows us to. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- **Consent (Article 6(1)(a))** – we have permission from you to process the personal data. You do have the right to withdraw your consent at any time.
- **Contract (Article 6(1)(b))** – we collect and process personal data necessary for the performance of a contract.
- **Legal Obligation (Article 6(1)(c))** – we collect and process personal data so we can comply with the law.
- **Vital Interests (Article 6(1)(d))** – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk.
- **Public Task (Article 6(1)(e))** – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours.
- **Legitimate Interest (Article 6(1)(f))** – for the purposes of our legitimate interest (such as ensuring the effective operation and administration of the school)

Where we are required to collect special category data, we will use the following lawful bases of the UK GDPR which permits us to process special category data:

- **Explicit Consent (Article 9(2)(a))** – we may request explicit consent from individuals (or parents/guardians in the case of minors) to process special category data for specific purposes, such as, using biometric information to identify individuals to school IT systems
- **Employment, Social Security, and Social Protection (Article 9(2)(b))** – we may process special category data necessary for fulfilling obligations in the fields of employment law, social security, or social protection, such as medical conditions, allergies, or disabilities, to comply with laws that require them to ensure a safe environment.
- **Vital Interests (Article 9(2)(c))** – in situations where processing is essential to protect someone's life, such as during a medical emergency, schools may process special category data without prior consent.
- **Made public by the data subject (Article 9(2)(e))** – to process special category data if that data has been manifestly made public by the data subject.
- **Legal claims (Article 9(2)(f))** – where the processing is for the purposes of establishing, exercising, or defending legal claims or by courts when they are acting in their judicial capacity.
- **Substantial Public Interest (Article 9(2)(g))** – we often process special category data in the public interest, for instance, to comply with equality legislation, ensure diversity and inclusion, or meet safeguarding obligations.
- **Provision of Health or Social Care (Article 9(2)(h))** – we may collect health-related data to provide appropriate health care services or health management for pupils, such as managing disability accommodations or providing necessary medical care.

- **Archiving, Research, or Statistical Purposes (Article 9(2)(j))** – we may process special category data for academic research, statistical purposes, or archiving in the public interest, provided that appropriate safeguards are in place.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Collecting pupil information

Collecting pupil data is essential for our schools' operational use. Whilst the majority of pupil information you provide to us is compulsory, we do request some on a voluntary basis. In order to comply with the data protection legislation, 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.

Most of the personal information we process is provided to us by you for one of the following reasons:

- You have enrolled a pupil and completed a registration form and other information collection forms
- You wish to attend, or have attended, an event organised by us
- You have made an enquiry to us
- You have made a complaint to us
- You have made an information request to us.

Most of the data we hold about your child will come from you, but we may also receive personal information indirectly, for example:

- We have contacted another organisation about a pupil, and it gives us personal information in its response (such as the Common Transfer File or secure file transfer from a pupil's previous school).
- Personal information is contained in reports from other agencies such as the Local Authority or the NHS
- From other public authorities, regulators, or law enforcement bodies.

Storing pupil information

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements.

We have put in place appropriate security measures to prevent pupils' personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of pupils' personal data securely when we no longer have a legal requirement to retain it.

Who we share pupil information with

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

Where it is legally required or necessary (and it complies with UK data protection law), we may also share personal information about pupils with:

- Ofsted
- Trust staff
- Educators and examining bodies
- Suppliers and service providers, e.g. catering, to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

When we use suppliers and service providers to process information, we ask them to demonstrate compliance with our security requirements, adhere to any instructions we give them and comply with relevant data protection legislation. We have contractual agreements with these organisations which clearly define their obligations about what information they hold.

Youth support services

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.

This enables them to provide services as follows:

- youth support services
- careers advisers
- post-16 education and training providers

Data is securely transferred. The information shared is limited to the child'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 child / pupil once they reach the age 16.

For more information about services for young people, please visit the Local Authority website.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority 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 Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

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>

How Government uses your data

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, 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)

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. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

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>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- 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

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/dfe-external-data-shares>

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

Under the terms of the UK GDPR, 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>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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

Requesting access to your personal data

UK data protection law gives parents and pupils certain rights about how their information is collected and used. You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

Children aged 13 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our secondary schools may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

For more information, see the Trust's [Data Protection Policy](#).

To make a request for your personal information, or be given access to your child's educational record, contact the school's Information Management Lead.

Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- be informed about the collection and use of your personal data – this is called 'right to be informed'.
- ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- ask us to delete your personal information – this is called 'right to erasure'.
- ask us to stop using your information – this is called 'right to restriction of processing'.
- object to the processing of your child's data in certain circumstances - the 'right to object to processing'.
- object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- withdraw consent at any time (where relevant).
- complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 [raise a concern with ICO](#).

Children aged 13 and above are generally regarded to be mature enough to understand their rights over their own data (although this will be considered on a case-by-case basis). Once your child is able to understand their rights over their own data we will need to obtain consent from your child for you to make these requests on their behalf.

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact:

- The Information Management Lead for St Hilary School is Rob Hamshar (Tel: 01736 763324, Email: head@st-hilary.cornwall.sch.uk); or
- The Trust's Data Protection Officer: David Teasdale (Tel: 01736 688442, Email: dteasdale@leadingedgeacademies.org).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance using the contact details above.

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

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

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 September 2025.