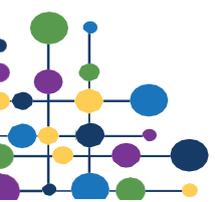
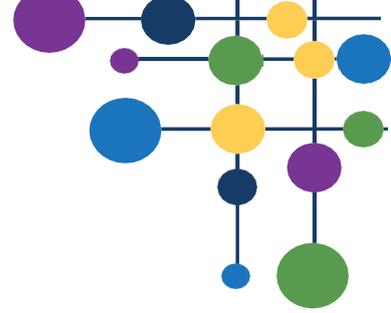


# **PUPILS, PARENTS & CARERS PRIVACY NOTICE FOR USE WITHIN THE TRUST**

|                       |                               |
|-----------------------|-------------------------------|
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| Name of policy writer | Natalie McSheffrey            |
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V1 - new version





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## Introduction

SHARE Multi-Academy Trust is the data controller for the use of personal data in this privacy notice.

This privacy notice advises pupils, parents, carers and guardians of our data protection responsibilities on the collection and processing of their personal information.

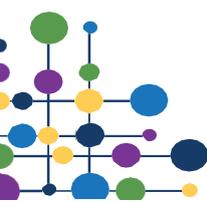
We collect and process your personal data to assist in the running of the trust and its schools and to manage the employment relationship of, or otherwise manage, those who are engaged to work or perform services for us.

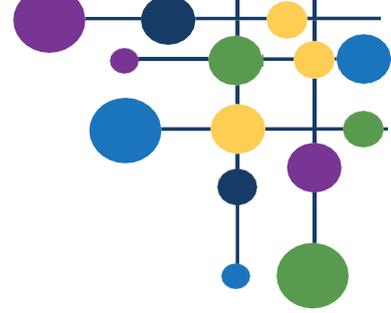
We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

## The categories of pupil information that we process

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, pupil premium and free school meal eligibility)
- safeguarding information (such as court orders, referral and assessment information 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 schools attended)





- assessment and attainment (such as Early Years Foundation Stage Profile, key stage 1, key stage 2, multiplication tables check and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- admissions (such as information relating to entitlement to early years funding including parent or carer's national insurance number)
- information and consent requested for specific trips and activities (such as passport, contact and medical information and consent)
- Images (including photographs and videos).

Information is also held about the parent or guardian of a pupil. This information is held under a legal obligation to ensure that we can make contact. Such information includes:

- Name and address
- Contact telephone number(s)
- Email address
- Alternative emergency contact details.

This list is not exhaustive.

### **Why we collect and use pupil information**

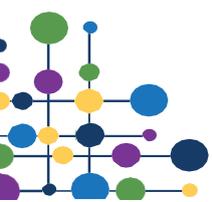
We will only collect pupil information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

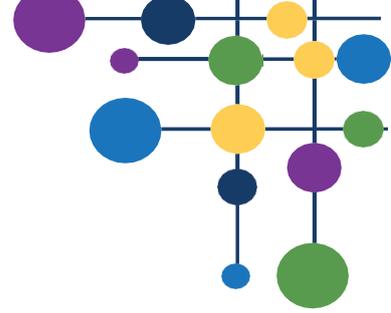
- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe
- f) to meet the statutory duties placed upon us by the Department for Education
- g) to provide additional curriculum opportunities
- h) to promote the achievements of pupils and the work of the trust and its schools.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purpose of (a), (b), (c), (d), (e), (f) and (g) in accordance with the legal basis of public task: collecting the data is necessary to perform tasks that the trust and its schools are required to perform as part of their statutory function
- for the purpose of (e) in accordance with the legal basis of vital interests: to keep pupils safe (food allergies, medical conditions or disclosure of information about pupils to prevent them or being seriously harmed)
- for the purpose of (f) in accordance with the legal basis of legal obligation: fulfilling our statutory reporting requirements to the Department for Education (DFE)
- for the purpose of (h) in accordance with the legal basis of consent: to use personal data such as images in displays, on our website, on our social media and in publications to celebrate the achievements of pupils and to promote the work of the trust and its schools.

In addition, concerning any special category data:





- In the case of racial or ethnic origin, religious beliefs, health information: in accordance with condition (g) of [UK GDPR – Article 9.](#): Reasons of substantial public interest
- In the case of religious beliefs: in accordance with condition (e) of [UK GDPR – Article 9.](#): Made public by the data subject
- In the case of health information: in accordance with condition (c) of [UK GDPR – Article 9.](#): processing is necessary to protect the vital interests of the data subject and in accordance with condition (i) of [UK GDPR – Article 9.](#): processing is necessary for public health
- In the case of legal claims: in accordance with condition (f) of [UK GDPR – Article 9.](#): processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

In addition, we process in a similar way some sensitive information about children that is not set out in legislation as a 'special category personal data'. This sensitive information includes children's services interactions, free school meal status, pupil premium eligibility, elements of special educational needs information, safeguarding information and some behaviour data.

### **Automated decision-making and profiling**

We do not make automatic decisions or undertake automated decisions regarding individuals to evaluate certain information about an individual (profiling).

### **Collecting pupil information**

We collect pupil information in a variety of ways. Some of the information comes from the registration forms you supply to us when your child joins the school or from a Common Transfer File or secure file transfer from a previous school or setting. We also receive information about pupils from other agencies, such as the local authority and healthcare professionals. Data is also obtained from your child and their teachers.

Pupil data is essential for the trust and its schools' operational use. 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 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.

### **Storing pupil data**

We take the security of pupils' personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

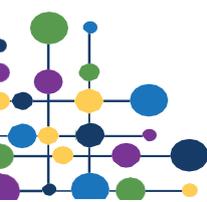
Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

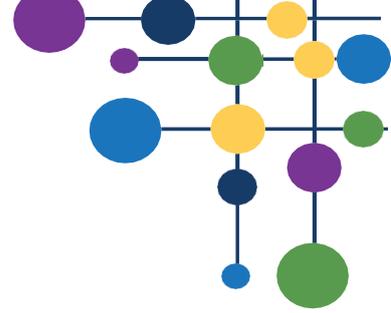
We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our data protection policies available on SHARE Multi-Academy Trust's website.

### **Who we share pupil information with**

We routinely share pupil information with:

- The Local Authority for the school, including social care and SEND teams
- The Department for Education (DfE)
  - SHARE Multi-Academy Trust





- NHS
- School nurse
- Schools that pupils attend after leaving us
- Ofsted
- Central and local government
- Our auditors
- Professional advisors and consultants
- Police and legal forces
- Professional bodies.

In addition to this, we regularly share information with a number of contracted third parties in order to carry out our public task of running the trust and its schools safely and effectively. More information is available on request from the Data Protection Officer at [Jayne.newson@sharemat.co.uk](mailto:Jayne.newson@sharemat.co.uk).

### **Why we regularly 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.

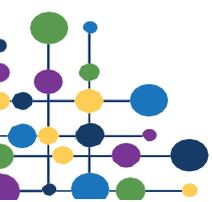
We share pupils' data with the DFE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

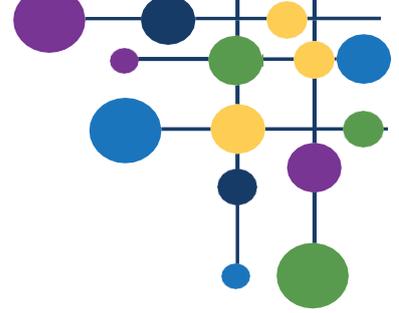
Pupils' data, where it is reasonable to do so, may also be shared with other professionals such as health and social care professionals, outside education professionals and advisers in order to meet the individual needs of our pupils.

In addition, we have contracts with third parties for IT services or as part of cloud based storage applications for the purpose of securely holding and protecting your data. We also subscribe to online learning platforms that provide children with engaging personalised learning programmes. Before entering into a contract, we ensure that adequate policies and security measures are in place.

Here are some further examples of why we collect, hold and share pupils' personal data. If you would like more information about any of these, please contact our Data Protection Officer [Jayne.newson@sharemat.co.uk](mailto:Jayne.newson@sharemat.co.uk).

- We may need to share information about your child's health and wellbeing with those who have responsibility for pupil welfare.
- We need to tell all appropriate members of staff if your child has specific medical needs.
- We need to tell all appropriate members of staff if your child might need extra help with some tasks.
- Sometimes we need to share information with the police or our legal advisers to help with an inquiry. For example, safeguarding issues or injuries.
- We might need to share pupils' information with consultants, experts and other advisers who assist us to meet individual pupils' needs and in the running of the school, if this is relevant to their work.
- We may need to share some information with our insurance provider to ensure we maintain cover or to process any claims.
- We may need information about any court proceedings or judgements concerning your child. This is so that we can safeguard your child's welfare and the welfare of other pupils at the school.
  - Where we have CCTV in operation, we need to monitor data to make sure the school sites are safe.



- 
- We may use photographs or videos of your child on our website, social media sites, newsletters and publications to celebrate achievements and to promote the work of the trust and its schools. We would always have sought your consent before doing this.

Personal data is always transferred securely using tools such as encryption.

### Department for Education

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about 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 information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following this link:

<https://www.gov.uk/government/publications/security-policy-framework>

### How the 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 numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

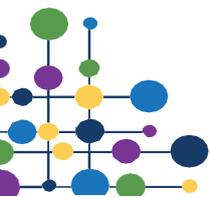
You can find out more about the NPD by following this link:

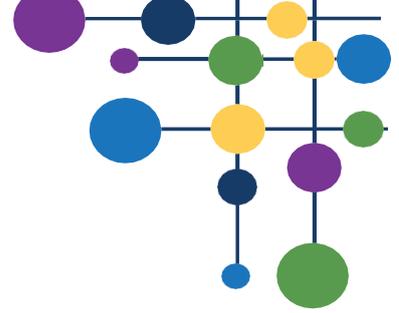
<https://www.gov.uk/government/publications/national-pupil-database-mpd-privacy-notice/nationalpupil-database-mpd-privacy-notice>

### Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- Local Authority - we may also be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties. Data sharing agreements are in place
- Researchers



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- Organisations connected with promoting the education or wellbeing of children in England
  - Other government departments and agencies
  - Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

### How to find out what personal information the DfE holds about pupils

Under the Data Protection Act 2018, pupils and parents are entitled to ask the DfE what personal information it holds. You have the right to ask the DfE:

- If it processes personal data
- For a description of the data it holds
- The reasons it is holding the data and any recipient it may be disclosed to
- For a copy of the personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

### The use of Artificial Intelligence (AI)

SHARE MAT only use Microsoft 365 Copilot, which is an AI-powered activity tool integrated within Microsoft 365 applications and follows strict data security and privacy commitments as set out below:

**Data Collection:** Copilot prompts and inputs are securely processed using Azure OpenAI services. This includes data such as location, IP address, system information, and browser information.

**Data Processing:** Microsoft ensures that organisational data remains protected. The data is processed within the Microsoft 365 Graph, inheriting all existing security, privacy, identity, and compliance requirements.

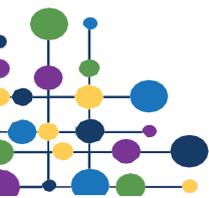
**Data Storage:** Data is stored securely and encrypted. Microsoft ensures that data is not shared without permission and is not used to train foundation models without consent.

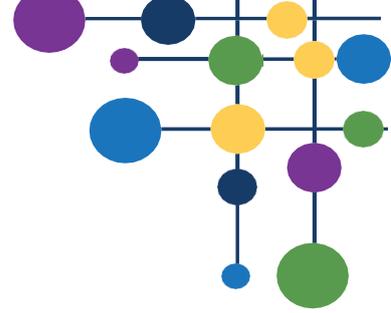
**Privacy Commitments:** Microsoft has outlined several commitments to protect data, including keeping organisations' data private, maintaining access control and enterprise policies, and complying with global data protection regulations.

### Requesting access to your personal data

Under GDPR, 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 the school's principal (contact details can be found on the website) or the trust's Data Protection Officer at [jayne.newson@sharemat.co.uk](mailto:jayne.newson@sharemat.co.uk).

You also have the following rights:





- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’
- the right to 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
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)
- the right to 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.

### **The right to raise concerns, complaints or withdrawal of consent**

If you are concerned about the way we are collecting or using your information, please raise your concern with us in the first instance to the data protection officer at [Jayne.newson@sharemat.co.uk](mailto:Jayne.newson@sharemat.co.uk). You can also contact the Information Commissioner’s Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

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 trust’s Data Protection Officer at [Jayne.newson@sharemat.co.uk](mailto:Jayne.newson@sharemat.co.uk).

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact the DPO at [jayne.newson@sharemat.co.uk](mailto:jayne.newson@sharemat.co.uk).

If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#) where you can find the latest version of our Data Protection Policy, or the Gov.UK website, (<https://www.gov.uk/guidance/data-protectionhow-we-collect-and-share-research-data>).

