CHANCERY MULTI ACADEMY TRUST

Privacy Notice for Pupils

Last Reviewed: November 2026
Next Review: November 2027

Introduction

Under UK data protection law, individuals have a right to be informed about how we collect and use their personal information. This privacy notice explains how and why the Trust collects, stores and uses personal information relating to pupils.

The Trust is the data controller for the personal information we process, unless otherwise stated.

The Categories of Personal Information We Process

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

Personal Information

- Name
- Address
- Date of birth
- Gender
- Unique Pupil Number (UPN)
- Contact details
- Emergency contact details
- Nationality and country of birth where required by law

Pupil Characteristics

- Ethnicity
- First language
- Eligibility for Free School Meals
- Service pupil status
- Special Educational Needs (SEND)

- Additional learning needs

Attendance Information

- Attendance records
- Absence information
- Punctuality records
- Previous schools attended

Assessment and Educational Information

- Assessment outcomes
- Internal tracking data
- Examination entries and results
- Curriculum records
- Educational reports
- Pupil progress records

Behaviour and Safeguarding Information

- Behaviour records
- Exclusions and suspensions
- Safeguarding concerns
- Child protection records
- Early Help information
- Professional agency involvement
- Court orders where applicable

Medical and Welfare Information

- Medical conditions
- Allergies
- Medication records
- Dietary requirements
- Health care plans
- Accident and injury records
- Mental health and wellbeing information where necessary

School Life Information

- Educational visits
- Extra-curricular activities
- Catering information
- School payment records
- Photographic images and videos
- CCTV recordings
- Access control and visitor records

Additional Support Information

- Education Health and Care Plans (EHCPs)
- Alternative provision arrangements
- Support plans
- External agency reports

We may also receive information from previous schools, local authorities, health professionals and other organisations working with children and families.

Special Category Data

Some information processed by the Trust is classified as Special Category Data, including:

- Health information
- Ethnicity
- Religious beliefs
- SEND information
- Biometric data (if applicable)

Why We Collect and Use This Information

We collect and use personal information to:

- Support teaching and learning.
- Monitor and report on progress and attainment.
- Provide pastoral care and wellbeing support.
- Assess the quality and effectiveness of educational provision.
- Keep children safe.
- Meet safeguarding obligations.
- Administer admissions.
- Manage attendance and behaviour.
- Provide additional support services.
- Organise educational visits and extra-curricular activities.
- Administer school meals and Free School Meals.
- Communicate with parents and carers.
- Comply with legal and regulatory requirements.
- Complete statutory returns required by the Department for Education (DfE).
- Carry out educational planning and research.
- Support equality, diversity and inclusion monitoring.

Our Lawful Basis for Processing

We process personal information under one or more of the following lawful bases under Article 6 of the UK GDPR:

Legal Obligation

Processing necessary to comply with education, safeguarding and other statutory obligations.

Public Task

Processing necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in educational establishments.

Consent

In limited circumstances, such as use of photographs, videos or certain communications.

Consent can be withdrawn at any time.

Vital Interests

Where processing is necessary to protect an individual's life or wellbeing.

Processing Special Category Data

This information is processed under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, including:

- Safeguarding children and individuals at risk.
- Provision of education.
- Health and social care purposes.
- Equality monitoring.
- Reasons of substantial public interest.

How We Collect Information

We collect personal information from:

- Admission forms
- Registration documents
- Parents and carers

- Pupils
- Previous schools
- Local Authorities
- Department for Education systems
- Health and social care professionals
- External agencies supporting children and families

Whilst most information is required to enable us to fulfil our statutory duties, some information is provided voluntarily.

Where information is voluntary, this will be made clear at the point of collection.

How We Store Information

The Trust stores pupil information securely using a combination of:

- Secure management information systems
- Cloud-based educational systems
- Safeguarded electronic records
- Secure paper filing systems

The Trust implements appropriate technical and organisational security measures to protect personal information.

Records are retained in accordance with:

- The Trust's Records Retention Schedule
- Information and Records Management Society (IRMS) guidance
- Statutory education and safeguarding requirements

Further information is available from the Data Protection Officer.

Where information is voluntary, this will be made clear at the point of collection.

Who We Share Information With

The Trust may routinely share pupil information with:

- Schools attended after leaving us
- Schools within the Trust
- Local Authorities
- Department for Education
- Ofsted
- NHS and healthcare professionals

- Educational psychologists
- Social care services
- Alternative provision providers
- Examination boards
- School transport providers
- Educational software providers
- Professional advisers
- Police and law enforcement agencies
- Courts and tribunals

Information is only shared where there is a lawful basis to do so.

Why We Share Information

We share information to:

- Ensure educational continuity.
- Safeguard children.
- Meet legal requirements.
- Support additional learning needs.
- Administer examinations.
- Secure funding and resources.
- Support attendance and welfare interventions.
- Fulfil statutory reporting requirements.

Data is shared securely through approved systems and processes.

Department for Education (DfE)

The Department for Education collects personal data from schools through statutory data collections including the school census.

Academy trusts are required to provide information under Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

Information is transferred securely and held by the Department for Education under government security standards.

Further information about DfE privacy arrangements can be found on GOV.UK.

National Pupil Database (NPD)

The National Pupil Database (NPD) is owned and managed by the Department for Education.

The NPD contains information about pupils in schools in England and is used to:

- Inform education policy.
- Monitor educational outcomes.
- Support educational research.
- Improve services for children and young people.
- Inform government funding decisions.

The Department may share information from the NPD with organisations where this is lawful, secure and appropriate.

How Government Uses Your Data

The information that the Trust shares with the Department for Education:

- Supports school funding allocations.
- Supports educational accountability measures.
- Informs policy development.
- Supports educational research.
- Helps monitor educational outcomes over time.
- Supports safeguarding and children's services planning.

The Department for Education may share pupil data with approved third parties where legislation permits and appropriate safeguards are in place.

Further information is available through the Department for Education's published privacy notices and National Pupil Database guidance.

International Transfers

Where personal information is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place in accordance with UK data protection legislation.

This may include:

- UK adequacy regulations
- International Data Transfer Agreements
- Other approved transfer mechanisms

CCTV, Site Security and Digital Systems

To help safeguard pupils, the Trust may operate:

- CCTV systems
- Signing-in systems
- Access control systems
- Internet filtering systems
- Online safeguarding monitoring systems
- Educational technology platforms

Where such systems process personal information, they do so in accordance with UK GDPR and relevant safeguarding requirements.

Separate privacy information may be provided where appropriate.

Your Rights

Under data protection legislation, parents, carers and pupils have the right to:

- Be informed about how their information is used.
- Request access to their personal information.
- Request correction of inaccurate information.
- Request erasure of personal information in certain circumstances.
- Request restriction of processing.
- Object to processing in certain circumstances.
- Request transfer of information where applicable.
- Withdraw consent where processing is based on consent.
- Challenge decisions made solely by automated means (where applicable).

Not all rights apply in every circumstance and some exemptions may apply.

Children who are sufficiently mature to understand their rights may exercise those rights directly.

Subject Access Requests

Requests for access to personal information, often referred to as Subject Access Requests, should be made to the Trust's Data Protection Officer.

Where appropriate, requests may be made by parents on behalf of their child.

Complaints

If you have concerns about how we use your personal information, please contact the Trust's Data Protection Officer in the first instance.

You also have the right to complain to the:

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk
Telephone: 0303 123 1113

Data Protection Officer Contact Details

Jenny Whiston
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