

Privacy Notice (Pupils & Parents)



Leodis Academies Trust (The Trust) is the Data Controller of the personal information you provide to us. This means that the Trust determines the purpose for which and the manner in which any personal data relating to pupils, parents and emergency contacts will be processed.

We use information that we gather for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how our Academies and the Trust keeps your information safe.

If you want to know anything about what we do with information about you then please ask a member of staff or speak to your parents/carers and ask them to contact the Academy.

The Academy wants you to feel free to raise any questions at all. We have staff called the Academy Data Protection Leads, and we also have a person called a Data Protection Officer for the Trust. They can answer any questions you have about what the Academy/Trust does with your information. If you or your parents/carers want to speak to them, then you can do that by contacting the Academy in the first instance.

Policy Statement

During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “**personal data**”. This will include data that we obtain from you directly, your parents, and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “**processing**”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

The categories of pupil/student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, telephone and email contact details; emergency contact details);
- Characteristics (such as gender, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended);
- Safeguarding information (such as court orders and professional involvement);
- Assessment information (such as internal assessment results, internal examinations results, national curriculum assessment results, external examination results);
- Relevant medical information (such as doctor's information, child health, dental health, allergies, medication and dietary requirements);
- Information relating to Special Educational Needs and Disability (including the needs and ranking);
- Behavioural information (such as number of sanctions, detentions, fixed term exclusions, permanent exclusions and any relevant alternative provision put in place);
- Trips and activities (including emergency contact details, medical information, passport and insurance information details);
- Catering and free school meal management (such as payment methods, and information

- provided to enable us to support applications for free school meals);
- Images, audio and video recordings;
- Details of previous/future schools;
- CCTV images;
- Post 16 Learning information (where applicable).

This list is not exhaustive, the current list of categories of information we process can be provided on request from the Academy.

Special Category Personal Data

We will also collect, hold, share and otherwise use some information about you which is called “special category personal data” and we will take extra care to make sure that this is kept safe:

- Racial or ethnic origin;
- Religious beliefs;
- Medical / health information;
- Sexual life;
- Sexual orientation;
- Genetic and biometric data;
- Special educational needs and disability information;
- Information relating to keeping you safe;
- Dietary requirements.

Why we collect and use pupil, parent and emergency contact information

Leodis Academies Trust holds the legal right to collect and use personal data relating to pupils and use personal information in order to meet its public duty, legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 of UK GDPR;
- Article 9 of UK GDPR;
- Regulation 7 of the Education (Information about Individual Pupils) (England) Regulations 2013;
- Education Act 1996.

We collect and use pupil and parent information, for the following purposes:

- to provide pupils with an education and to support pupil learning;
- to celebrate pupil achievements;
- to deal with emergencies involving a pupil;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to safeguard and promote the welfare of all pupils (food allergies, or emergency contact details);
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections;
- to support pupil learning through professional development of our school workforce;
- to ensure that all relevant legal obligations of the Trust are complied with;
- to comply with the law regarding data sharing;
- to promote the objects and interests the Trust;
- to facilitate the efficient operation of our Academies, and the Trust.

We may also process personal data where there is a legal obligation (where we have to disclose this information), or a vital interest (to protect the interests of that person e.g. if they were seriously injured). We may also process data for legal claims and medical purposes.

We may need to use the information about you which is **special category personal data** (mentioned above) where there is a specific interest to do so, for example health and social care purposes (Article 9h) or to provide you with equal opportunities and treatment (Article 9g). We will also use this information where you have given us permission to do so (Article 9a). There may also be circumstances where we need to use your information in relation to legal claims (Article 9 f), or to protect your vital interests and where you are unable to provide your consent (Article 9c).

We may ask for consent to use your information in certain ways. In some circumstances we ask for consent from your parents.

Collecting pupil, parent and emergency contact information

We collect pupil, parent and emergency contact information via:

- Admissions Transfer File (ATF) when you have a confirmed place allocated by the Local Authority in Reception Year or Year 7
- Common Transfer File (CTF) if you transfer from another education establishment at any other time (in-year admission)
- Additionally, we ask parents to complete an Admissions Form (via Microsoft Forms or paper form) which we use to check the information provided in the ATF and/or CTF are correct
- We also collect data via phone, email and Arbor, our management information system

We may also collect additional information from:

- pupils;
- parents/carers;
- teachers and other staff; and
- people from other organisations, like doctors or the local authority, for example.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information provided to us is mandatory, some of it requested 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. We do this using Admissions Forms, Information forms (using Microsoft Forms) or by collecting data in Arbor (our Management information system) or we may ask for your consent verbally.

- When a pupil is under the age of 18, we ask parents to provide consent for the use of biometric systems to support our catering system at our secondary academy.
- When a pupil under the age of 13, we ask parents to consent to the use of photographs and images in internal and/or external publications.
- When a pupil is over the age of 13, in most cases, we ask pupils to consent to the use of photographs and images in internal and/or external publications.
- When a pupil is over the age of 13, in most cases, a pupil will be asked to consent to release their data as part of a Subject Access Request

If we ask for consent, you may withdraw your consent at any time. Any use of your information before you withdraw consent remains valid.

Storing pupil, parent and emergency contact data

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information.

Where you change school, we will usually pass your information to your new school. In primary academies, pupil data is passed onto the secondary education provider as part of the transition process in line with our Retentions Policy.

In secondary academies, we hold pupil data until 31st August following their 25th birthday in line with our Retentions Policy. We may pass your information to your further education provider if we are made aware of this. In some circumstances, we may keep data for a longer time. We would only do this if we had good reason, and only if we are allowed to do so under Data Protection legislation. If you would like more information about how long we keep information, please ask for a copy of our Retentions Policy by contacting dpo@leodis.org.uk.

When we no longer need to retain information, we will destroy or delete it in a secure manner.

Who we share pupil, parent and emergency contact information with

We routinely share pupil information where there is a legitimate reason to do so:

- within Leodis Academies Trust
- schools/Academies/Further Education/Higher Education establishments that the pupils may attend after leaving us;
- our local authority (Leeds City Council) and other local authorities if applicable;
- the Department for Education (DfE)
- NHS
- UCAS
- Ofsted
- Examination Bodies
- youth support services (pupils aged 13+)
- Third parties, including software providers, with whom we have a data sharing agreement, to support pupils' educational experience;
- Third parties, including software providers, with whom we have a data sharing agreement, to support the operation of our Academies and the Trust
- Contractors, to enable them to provide an effective service to our Academies and the Trust such as external tutors, or external support services
- Non-LA professionals, medical professionals, educational psychologist, school nurse, school counsellor or CAMHS

The information disclosed to these people/services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you/the academy/Trust.

Why we regularly share pupil, parent and emergency contact 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 do not sell any personal data to third parties. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school

funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Keeping this information safe

It is very important that only people who need to use your information can see it. The Trust keeps your information safe by:

- storing paper documents in locked filing cabinets in a locked office, accessed only by agreed personnel
- ensuring electronic records are stored in the Management Information systems and can only be accessed by staff with agreed permissions and password controls
- ensuring any other electronic data is secured with correct permissions, encryption and passwords
- ensuring up to date network security and controlled permissions;
- ensuring up to date policies and procedures are in place and regular staff training takes place
- ensuring secure disposal of all documentation

We do not normally transfer your information to a different country, which is outside the European Economic Area.

We transfer pupil data using authorised secure platforms authorised by our Trust Data Protection Officer. In limited circumstances, when a secure platform is not available, documents may be shared by encrypted email, via a secure SharePoint file or by a password protected document or by post using Royal Mail Special Delivery services. In all these circumstances, approval will be sought from the Trust Data Protection Officer.

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.

This enables them to provide services as follows:

- youth support services
- careers advisers

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 of 16.

Data is securely transferred to the youth support service via approved methods, usually via the DfE's School to School or Collect portal.

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

Data is securely transferred to the youth support service via approved methods, usually via the DfE's School to School or Collect portal.

For more information about services for young people, please visit our local authority website www.leeds.gov.uk

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>

Requesting access to your personal data

The UK-GDPR gives parents, emergency contacts and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact your Academy Data Protection Lead or the Trust Data Protection Officer. These will be dealt with as a Subject Access Request.

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.

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](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see “How the Government uses your data” section of this notice.

Withdrawal of consent and the right to lodge a complaint

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 Academy Data Protection Lead or the Trust Data Protection Officer.

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 on **6 June 2025**.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Katy Stringer
Trust Data Protection Officer
Leodis Academies Trust
Blackgates Primary Academy
Smithy Lane
Tingley
WF3 1QQ

0113 340 0025
dpo@leodis.org.uk

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).

Data collection requirements

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>

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>