



**Policy:** Privacy Notice for Pupils and their Parents and Carers

**Policy reference No:** 050

**Date:** September 2025

**Person responsible for policy:** Stephen Dean, Chief Executive Officer

**Authorised by:** Board of Trustees

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This policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

**Flourishing together through LIFE**

## **Privacy notice for pupils and their parents and carers**

### **1. Introduction**

- 1.1. Information (or 'data') about you is valuable and needs to be protected to ensure it doesn't end up with someone who might exploit their access to your information. You can expect the Trust to protect your data and this document sets out how we do that and what rights you have in respect of information we hold about you.

### **2. What categories of information are processed?**

- 2.1. The categories of personal information that we process include the following:
- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address;
  - **Characteristics** – e.g. ethnicity, language and eligibility for free school meals;
  - **Safeguarding information** – e.g. court orders and professional involvement;
  - **Special educational needs and disabilities (SEND) information** – e.g. any needs you have;
  - **Medical and administration** – e.g. doctors' information, your health, allergies, medication and dietary requirements;
  - **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended;
  - **Assessment and attainment** – e.g. any relevant test and exam results;
  - **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place.

### **3. Why do we collect and use your information?**

- 3.1. We collect and use your information for the following reasons:
- To support pupil learning;
  - To monitor and report on pupil attainment and progress;
  - To provide appropriate pastoral care;
  - To assess the quality of our services;
  - To keep pupils safe;
  - To meet legal duties placed on us by the government.
- 3.2. The legal basis/bases we rely on for processing personal information for general purposes are:
- For the purpose of supporting pupil learning, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996.

### **4. How do we collect your information?**

- 4.1. We collect your personal information via the following methods:
- Admission forms;
  - Admissions Transfer File (ATF) from your previous school;
  - Child protection plans.

- 4.2. Whilst the majority of information you provide to us is mandatory, some of it is requested on a discretionary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

## **5. How do we store your information?**

- 5.1. We hold your personal information securely for the set amount of time shown in the school's Records Management Policy, which can be found on the Trust's website.
- 5.2. For more information about how we keep your information safe, please see the Primary QuEST Data Protection Policy.

## **6. Who do we share your information with?**

- 6.1. We routinely share your information with:
- The Local Education Authority (LA);
  - The Department for Education (DfE);
  - Schools that you go to after leaving us;

## **7. Why do we share your information?**

- 7.1. In some circumstances we share information about you with other organisations. Sometimes this is because we are required by law to do so, sometimes it is to ensure that you get the best education and sometimes we will ask for your (or your parents or carers) permission to do so.
- 7.2. We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

## **8. Department for Education (DfE)**

- 8.1. The DfE collects personal information from us through various collections the school is legally required to undertake. 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.
- 8.2. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls.  
<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>.
- 8.3. The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the DfE. For more information about how your information is processed, and to access your personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

## **9. How does the government use your data?**

- 9.1. The **National Pupil Database (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.

- 9.2. Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.
- 9.3. You can find out more about the NPD by following this link:  
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.
- 9.4. The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:
- Schools;
  - LAs;
  - Researchers;
  - Organisations connected with promoting the education or wellbeing of pupils;
  - Other government departments and agencies;
  - Organisations fighting or identifying crime.
- 9.5. 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. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.
- 9.6. 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>

## **10. How to find out what personal information the DfE holds about you**

- 10.1. Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:
- If it processes your personal data;
  - For a description of the data it holds about you;
  - The reasons it is holding your data and any recipient it may be disclosed to;
  - For a copy of your personal data and any details of its source.
- 10.2. 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-information-charter>
- 10.3. You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

## **11. What are your rights?**

- 11.1. You have specific rights to the processing of your data, these are the right to:
- Request access to the information the school holds about you;
  - Restrict our processing of your personal data, i.e. permitting its storage but no further processing;
  - Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;

- Have your personal data rectified if it is inaccurate or incomplete;
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you;
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing;
- Seek compensation, either through the Information Commissioner's Office (ICO) or the courts.

11.2. If you want to request access to the personal information that we hold about you, please contact the school administrator (the data controller) in the first instance.

11.3. If you are concerned about the way we are collecting or using your information, please raise your concern with The Primary QuEST DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>.

## **12. How to withdraw consent and lodge complaints**

12.1. Where Primary QuEST processes your personal data with your consent, you have the right to withdraw your consent.

12.2. If you change your mind or are unhappy with how Primary QuEST uses your personal data, you should let us know by contacting the school in the first instance.

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

13.1. If you would like to discuss anything in this privacy notice, please contact the DPO.

13.2. If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>, or download our Data Protection Policy and Records Management Policy.