

# ACET Pupil/Student and Parent/Carer Privacy Notice

## (How we use Pupil/Student Information)

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

**DATE:** July 2026

**POLICY LEAD:** Data Protection Officer

**APPROVED BY:** Full Board



Excellence



Equity



Empowerment

| DOCUMENT CONTROL                                                                                                                                                                                                        |                                         |                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Level                                                                                                                                                                                                            | Trust                                   |                                                                                                                                                                       |
| Approved By                                                                                                                                                                                                             | Trustees                                |                                                                                                                                                                       |
| Approval Date                                                                                                                                                                                                           | 13 <sup>th</sup> July 2026              |                                                                                                                                                                       |
| This policy remains valid until it is reviewed and replaced; it does not expire by date alone.<br>Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice |                                         |                                                                                                                                                                       |
| Policy Lead / Author                                                                                                                                                                                                    | Data Protection Officer / N. Borrington |                                                                                                                                                                       |
| Version Number                                                                                                                                                                                                          | Date Issued                             | Updated Information                                                                                                                                                   |
| V2                                                                                                                                                                                                                      | July 2026                               | <ul style="list-style-type: none"><li>Updated to reflect latest legislative guidance, Artificial Intelligence and references to the Information Commission.</li></ul> |

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Aston Community Education Trust is the Data Controller for the personal information processed within our academies.

We aim to explain how we use information in a way that pupils/students can understand. Pupils/Students may ask staff or the Trust's Data Protection Officer for further information at any time

### **The categories of Pupil/Student information that we process include:**

- Personal information that identifies you, and your contact details. This includes name, date of birth, unique pupil number, photographs, contact details and address
- Characteristics (such as ethnicity, language, nationality, country of birth, modes of travel, previous school history and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment and attainment information (such as phonics results, post 16 courses enrolled for and any relevant results)
- Special Educational Needs (SEN) information (including the needs and ranking)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Examination results
- Destination data (this is information about what students do after leaving the school, for example, college, university, apprenticeship, employment)
- Extra-curricular and enrichment participation
- Photographs and images captured on academy CCTV
- Funding (Free school meal, Pupil Premium, ESA, High Needs Funding and Catch Up Funding)

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

We use Pupil/Student data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep pupils/students safe
- comply with the law regarding data sharing
- to meet the statutory duties placed upon us for DfE
- for site security
- protect public monies against fraud
- to streamline systems
- to provide early help services
- photos are used for identification purposes (safeguarding) and celebration purposes (to record work, classes and academy events)

We collect and use information about our pupils/students' families:

- to fulfil our legal obligations
- for the admissions process
- for communication and reporting purposes
- for safeguarding and welfare purposes
- to keep families informed about events and emergencies

- in order to process payments
- to gather feedback about our work

Some of the digital systems and educational platforms we use may include automated or AI-supported tools to help us manage information, support teaching and learning, and improve administrative efficiency.

These tools assist staff in analysing information but decisions about pupils/students are always made by appropriate staff members. We ensure that any systems used comply with data protection law and appropriate safeguards.

## **The lawful basis on which we use this information**

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

- Article 6(a) – Your consent. Where consent is relied upon, this will only be used where individuals have a genuine choice and can withdraw consent without detriment (for anything which does not fall into the purposes explained below)
- Article 6(c) - Compliance with our Legal Obligation as set out in the Education Act 1996 (as amended). We are required to share information about our pupils/students with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.
- Article 6(e) - Being necessary for us to carry out tasks that are in the Public Interest

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- Your explicit consent
- For compliance with certain legal obligations or for exercising certain legal rights
- For protecting a person's vital interests in an emergency
- For health and public health reasons, or for carrying out tasks that are in the substantial public interest including for safeguarding purposes.

This notice also reflects our obligations under the Data (Use and Access) Act 2025.

## **Collecting pupil/student and family information**

We collect pupil/student information using admission forms completed by parent/carers when a pupil/student joins our academy, data collection forms, CCTV cameras, information produced from our day-to-day interaction with pupils/students, and other information provided by; parent/carers, the previous school/provisions, information provided by other schools requesting early help services, local authorities, NHS, Police, the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

Pupil/Student data is essential for the schools' operational use. Whilst the majority of Pupil/Student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain Pupil/Student information to us or if you have a choice in this.

## **Storing pupil/student data**

We hold Pupil/Student data in accordance with DfE guidelines.

We store student and family information securely on the School's IT network. Aston Community Education Trust (ACET) store data either on school owned servers or hosted in Microsoft Office 365. Secure storage is provided for paper-based records. We only keep the information for the length of

time we need it for, as shown in our data retention schedule. For more information on our data retention schedule, please visit [www.astoncetrust.org](http://www.astoncetrust.org). We dispose of personal information securely when we no longer need it. Retention periods vary depending on the type of record and legal requirements.

Some of our service providers may process personal data outside the United Kingdom. Where this occurs, we ensure appropriate safeguards are in place in accordance with UK GDPR, including International Data Transfer Agreements or adequacy regulations

## **Who we share Pupil/Student information with**

We routinely share Pupil/Student information with:

- schools that the Pupils/Students attend after leaving us
- Our Trust (ACET)
- Our Local authorities. We may share information with the Local Authority to support access to funded holiday provision and other government-funded schemes (for example Holiday Activities and Food programmes).
- Department for Education (DfE)
- Academies within Aston Community Education Trust (ACET)
- Our Trust Board and Local Governing Bodies
- Youth support services (aged 13+ only)
- School Nurse / NHS
- Schools that have requested early help services, where the information relates to their pupil/student(s)
- Examination Boards
- Work experience providers
- Secure School to School Portals, including Universities
- Official Bodies, such as police, social care etc.
- Third party providers of educational software / services (for example, and not limited to: SchoolComms, ParentPay, GCSEPod, MyMaths etc.) where appropriate (some of which may use automated or AI-supported functionality)

## **Why we share Pupil/Student information**

We do not share information about our pupils/students with anyone unless the law allows us to do so, or where sharing is necessary to fulfil our educational, safeguarding or statutory responsibilities.

## **Youth Support Services**

### **Students aged 13+**

Once our pupils/students reach the age of 13, we also pass pupil/student 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 carer provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil/student once they reach the age 16.

Data is securely transferred to the youth support service and is stored in line with our Retention Schedule. Retention periods vary depending on the type of record and legal requirements.

## **Students aged 16+**

We will also share certain information about pupils/students 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

A pupil/student once they reach the age of 16 can object to information other than their name, address and date of birth being passed to their local authority by contacting us.

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/students 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 and pupils/students 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 [datacontroller@astoncetrust.org](mailto:datacontroller@astoncetrust.org).

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. In responding to your request, the Trust will conduct a search that is reasonable and proportionate to the scope and nature of the information requested. Where we require further clarification from you about the scope of your request, we may pause the response period until that clarification is received.

- 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 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 do not 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 Commission 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 the ‘How 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, please let us know by contacting; [datacontroller@astoncetrust.org](mailto:datacontroller@astoncetrust.org)

If you have a concern about how we use your personal data, you have the right to raise a formal complaint with us.

You can do this by emailing [contactus@astoncetrust.org](mailto:contactus@astoncetrust.org), or writing to the Trust DPO at ACET House, 66 Holderness Drive, Aston, Sheffield, S26 2BH. We will acknowledge your complaint within 30 days and respond without undue delay. If you remain dissatisfied, you may contact the Information Commission at [www.ico.org.uk](http://www.ico.org.uk) or 0303 123 1113.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:  
[datacontroller@astoncetrust.org](mailto:datacontroller@astoncetrust.org)

## **How Government uses your data**

The pupil/student 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)

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

The NPD is owned and managed by the DfE and contains information about pupils/students 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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

## Sharing by the DfE

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 children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

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/student 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 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 are 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>