



Abbey Multi Academy Trust **Policies & Procedures**

Privacy notice for parents and carers – use of your child's data

2025/26 Academic Year

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Approved by

Abbey MAT Board of Trustees

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Privacy notice for parents and carers – use of your child’s data

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1. Policy Statement

Under UK data protection law, individuals have a right to be informed about how our school, and the multi-academy trust (MAT) we are part of, uses any personal data that we hold about them. We comply with this right by providing '**privacy notices**' (sometimes called '**fair processing notices**') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own personal data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for students to see what rights they have over their own personal data. A copy of our '*Privacy notice for students*' can be found on our website.

Our trust, Abbey Multi Academy Trust is the '**data controller**' for the purposes of UK data protection law.

2. The personal data we hold

We hold personal data about pupils at our school to support teaching and learning, to provide pastoral care and to assess how the school is performing.

Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Information about their use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about your child that falls into '**special categories**' of more sensitive personal data. This includes, but is not restricted to:

- Information about any medical conditions that we need to be aware of, including physical and mental health

- Information about characteristics, such as ethnic background or special educational needs (SEN)
- Photographs, CCTV images, and other biometric information (this means physical or behavioural characteristics that are unique to a person and can be used to identify them, for example, fingerprints or facial recognition data).

We may also hold data about your child that we have received from other organisations, including other schools or trusts, and local authorities.

3. Why we use this data

We collect and use the data listed above to help run the school, including to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Administer school property
- Comply with the law regarding data sharing
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your child's personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your child's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

3.1 Use of your child's personal data for marketing purposes

Where you have given us consent to do so, we may send your child messages by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them.

You can withdraw this consent or 'opt out' of receiving these emails and/or texts at any time by selecting the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your child's personal data in automated decision-making and profiling

We do not currently process any pupils' personal information through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

3.3 Use of your child's personal data for filtering and monitoring purposes

While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

4. Our lawful basis for using this data

We will only collect and use your child's information when the law allows us to. We need to establish a '**lawful basis**' to do this.

Our primary lawful bases for processing your child's personal information for the reasons listed in section 3 above are:

- In accordance with the '**public task**' basis: we need to process data to fulfil our official duties as a school, as set out in legislation including:
 - Education Act 2002 – sets out the duties of schools and governing bodies to provide education and safeguard and promote the welfare of students.
 - Education Act 1996 – covers the organisation of education, attendance, curriculum, and assessment requirements.
 - Children Act 2004 – places duties on schools and other agencies to cooperate to improve the wellbeing and safeguard children.

These laws require us to provide education and safeguarding, monitor attainment and welfare, assess performance, and manage resources and communications in the public interest.

- In accordance with the '**legal obligation**' basis: we need to process data to meet our responsibilities under law, as set out in legislation including:
 - Education Act 1996 – for maintaining pupil registers, attendance records and reporting data to the Department for Education and local authorities
 - Education Act 2002 – for safeguarding and promoting pupil welfare

- Children Act 1989 and 2004 – for safeguarding and information sharing to protect children
- Equality Act 2010 – for duties relating to equality and non-discrimination
- Health and Safety at Work etc. Act 1974 – for maintaining a safe environment for students, staff and visitors

These laws require us to protect pupils' health, safety, wellbeing and education, and to report data to the Department for Education and local authorities.

Less often, we may also use your child's personal information:

- In accordance with the '**recognised legitimate interests**' basis: We may need to use your child's personal information for important reasons that the law already allows. This could include sharing information with another public organisation (such as the local authority or police) if they require it to carry out their official duties, responding to an emergency, preventing or reporting a crime, or protecting a child or others from harm.

We will only do this when it is necessary and there is no better or safer way to achieve the same purpose

- In accordance with the '**vital interests**' basis: We may use personal information in a life-or-death situation, for example to protect your child's physical health or that of another person.
- In accordance with the '**consent**' basis: We will seek consent from you before using your child's personal information for optional purposes such as marketing, publicity materials, or promotional photographs and videos.

Consent is not required for every photograph or video, for example, where images are used for routine educational purposes or to meet our safeguarding or statutory obligations.

- In accordance with the '**legitimate interests**' basis: We may use personal information where the impact on privacy is minimal and there is a sound reason to do so, such as improving communication, administration, or the running of our schools.

We will only rely on this basis when the processing is necessary and does not override your or your child's rights or freedoms.

We do not generally rely on the '**contract**' basis to process pupil data, as our relationship with families is carried out in the public interest rather than under a contract.

Where we rely on consent to use personal information, you may withdraw that consent at any time. We will always make it clear when we are asking for consent and explain how you can withdraw it if you choose to.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise, or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise, or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this information

We will only collect and use your child's personal information when the law allows us to (as detailed above in section 4 of this notice).

While the majority of the information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- The Department for Education (DfE)
- Other organisations or services (e.g. health or specialist education support services)

6. How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our record retention schedule and our records management policy set out how long we keep information about pupils.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer have a legal requirement to retain it.

The latest versions of our records management policy and our record retention schedule are available on our website. You can also get a copy by contacting our data protection officer.

7. Who we share data with

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about your child with:

- Schools that your child may attend after leaving us

- Our local authority (either Leeds City Council or Calderdale MBC, depending on which school your child attends) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Youth support services provider
- Department for Education
- Our regulator, Ofsted
- Suppliers and providers of services such as:
 - Catering
 - Communication tools
 - Filtering and monitoring
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

7.1 Sharing data with the Department for Education (DfE)

The Department for Education (a government department) collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following legislation: Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share with the DfE is used for a number of different purposes, including to:

- Inform funding
- Monitor education policy and school accountability
- Support research

The information shared with the DfE could include:

- Your child's name and address

- Unique pupil numbers
- Pupil matching reference numbers
- Gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What they did after they finished school

Please note: this list is not exhaustive.

Once your child reaches the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13- to 19-year-olds under section 507B of the Education Act 1996. Parents/carers, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to these agencies by informing the Trust's data protection officer (DPO).

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations that promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the NPD.

7.2 Transferring data internationally

We may share personal information about you or your child with some third-party organisations that are based outside the UK, for example, cloud service providers or education software platforms that store data on servers located in other countries.

Where we transfer personal data to a country or territory outside the UK, we will always do so in accordance with UK data protection law.

This means we will only transfer data:

- To countries covered by a UK adequacy regulation, where the government has decided that the country's data protection laws provide an appropriate level of protection; or
- Using appropriate safeguards, such as approved standard contractual clauses or binding agreements, to make sure your information remains protected.

If you would like more information about any international transfers of your or your child's personal data, or to see a copy of the safeguards where these are in place, please contact our Data Protection Officer.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a '**subject access request**' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your child's personal information to be transmitted electronically with another organisation in certain circumstances.

If you would like to make a request, please contact us (see '*Contact us*' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

8.2 Your right to access your child's educational record

There is no automatic parental right of access to the education record in academies. However, as explained in section 8.1 above, you can request access to the personal information we hold about your child by making a subject access request (SAR) under data protection law.

Please note that, depending on your child's age and level of understanding, we may need to seek their consent before disclosing certain information to you, or we may provide the information directly to them. We will always consider each request carefully in line with data protection guidance.

8.3 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected or blocked
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO)
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests

- Right to object to use of your private data doesn't 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

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting dpo@abbeytrust.org. We will acknowledge complaints within 30 days and respond without undue delay.

If you're not satisfied with the way we have handled your personal information, you have the right to complain to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer (DPO)**:

- Data Protection Officer: Kerry Weatherill
- Email dpo@abbeytrust.org
- Call 0113 320 1438
- Or write to: Data Protection Officer, Abbey Multi Academy Trust, The Moyes Centre, Bishops Way, Seacroft, Leeds, LS14 6NU