



Abbey Multi Academy Trust Policies & Procedures

Privacy notice for students

2025/26 Academic Year

Approved on	10 December 2025
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Approved by	Abbey MAT Board of Trustees
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Privacy notice for students

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1. Policy Statement

You have a legal right to be informed about how our school, and the multi-academy trust (MAT) we are part of, uses any personal information that we hold about you. To comply with this, we provide a '**privacy notice**' to you where we are processing your personal data. This notice explains how we collect, store and use personal data about **students at our school**, like you.

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

2. The information we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too, such as other schools, the local council and the government.

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

- Your name and other identifying information such as your date of birth
- Your contact details
- Your test results, details about your learning and what you have achieved at school
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use our information and communication systems, equipment and facilities (e.g. school computers)

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

- Information about your characteristics, like your ethnic background or any special educational needs (SEN)
- Information about any medical conditions you have
- Photographs, CCTV images, and other biometric information (*biometric information* means things about your body that are unique to you and can be used to identify who you are, for example, your fingerprints or your face).

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

3. Why we use this data

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

- Get in touch with you and your parents/carers when we need to
- Check how you're doing in school and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing and keep you safe
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- Answer your questions and complaints
- Publish statistics, for example, about the number of students or learners in schools
- Meet legal requirements placed upon us

We will only use your 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 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 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 personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back 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 personal data in automated decision-making and profiling

We don't currently put any students' personal information through any automated decision-making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your 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 welfare

4. Our lawful basis for using this data

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

Our primary lawful bases for processing your 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 students' health, safety, wellbeing and education, and to report data to the Department for Education and local authorities.

Less often, we may also use your personal information:

- In accordance with the '**recognised legitimate interests**' basis: Sometimes we may need to use your personal information for important reasons that the law already allows. This could include sharing information with another public organisation (like the council or police) if they need it for their work, helping in an emergency, preventing or reporting a crime, or keeping you and others safe.

We'll only do this when it's really necessary and there isn't a better or safer way to do it.

- In accordance with the '**vital interests**' basis: We may use your personal information in a life-or-death situation, for example to protect your physical health or that of another person.
- In accordance with the '**consent**' basis: We will ask for permission from you (and your parent or carer if needed) before using your personal information for optional things such as marketing, publicity materials, or promotional photos and videos.

We don't need consent for every photo or video, for example, where images are used for routine educational purposes or to meet our safeguarding duties.

- In accordance with the '**legitimate interests**' basis: We may sometimes use your personal information where the effect on your privacy is very small and we have a good reason to do so, such as improving how we communicate or run our schools.

We'll only do this where it's really necessary, and it won't override your rights or freedoms.

We do **not** generally rely on the '**contract**' basis to process student data, as our relationship with you is carried out in the public interest rather than contractual terms.

Where you've given your consent for us to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent and explain how you'd go about withdrawing consent if you want to.

4.1 Our basis for using special category data

For '**special category**' data (more sensitive personal information), 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 got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use 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 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 obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. Collecting this information

We will only collect and use personal information when the law allows us to as detailed above in section 4 of this notice. While most of the information we collect about you is mandatory (i.e. you have to give us the information), there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear whether you have to give us this information (and if so, what the possible consequences are of not doing that), or whether you have a choice.

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

- Local councils
- 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 information

We keep personal information about you while you're attending our school. We may also keep it after you stop attending 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 students.

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

We'll dispose of your 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 information with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Schools that you may attend after leaving us
- Our local authority (either Leeds City Council or Calderdale MBC, depending on which school you go to) – 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)

We have to share information about you with the Department for Education 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 which meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives
- Monitor how well the education system is working and how well our school is doing in terms of educating our students
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your 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 you have done since finishing school

Please note: this list is not exhaustive.

Once students in our school reach 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 students 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.

National Pupil Database

We have to provide information about you to the Department for Education as part of data collections such as the school 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 how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on 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 database.

7.2 Transferring data internationally

Sometimes we use online systems or apps that store information on computer servers outside the UK. These may include learning platforms or other trusted services that help us run our schools.

If any of your information is stored or shared outside the UK, we make sure it is kept safe and protected by law. We only use countries or companies that meet UK data protection standards, or we put strong legal agreements in place to keep your data secure. Any transfer of your personal data to another country or organisation is carried out in line with UK data protection law.

Where we have to set up special safeguarding arrangements to make this transfer, you can ask for a copy of these by contacting 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 you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding it, how we are using 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

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

8.2 Your other rights regarding your data

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

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way
- Claim compensation if the data protection rules are broken and this harms you in some way

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