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# PRIVACY NOTICE FOR PARENTS AND CARERS

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Approved By	Trust Board
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## 1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust 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 for students and their parents/carers.

We, Cranmer Education Trust, are the 'data controller' for the purposes of data protection law.

## 2. The Personal Data We Hold

Personal data that we may collect, use, store, and share (when appropriate) about pupils and parents/carers 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
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans, and support providers
- Photographs
- CCTV images captured in school
- Digital activity records and online identifiers within school platforms

We may also collect, store, and use information about pupils that falls into "special categories" of more sensitive personal data. We process this sensitive information where it is essential to provide pupils with an education, to support their learning or to protect their wellbeing. For example, health information is processed to meet our duty of care to safeguard all pupils. This is in line with UK data protection law, which allows schools to process this data for reasons of substantial public interest, particularly in relation to safeguarding and providing education.

This includes information about (where applicable):

- Protected characteristics as per equality legislation such as race, health, and special educational needs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, and the Department for Education.

## 3. Why we collect this Data

We use this data 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
- Comply with the law regarding data sharing

## 4. Our Lawful Basis for using this Data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation, e.g., safeguarding
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- We rely on legitimate interests (or those of a third party) in some cases, provided your interests and fundamental rights do not override those interests. E.g., monitoring IT and communication systems for compliance with policies, to ensure network and information security.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

In addition to the above, where we process "special category" data (such as information about health, ethnicity, or special educational needs), we do so with an additional lawful basis under data protection law, which may include safeguarding your welfare or substantial public interest.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## 5. Collecting this Information

While most of information we collect about pupils and their contact details/parents/carers is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If information is mandatory, we will explain the legal requirement for its collection. For example, pupils may choose to provide photos for non-essential school activities or participate in school surveys.

## 6. How we store this Data

We keep personal information about pupils and their parents/carers while they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

A copy of our data retention schedule is available upon request.

## 7. Data Sharing

We do not share information about pupils 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 data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. My Ed, CPOMs.
- Financial organisations
- Central and local government
- 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, tribunals
- Professional bodies
- Digital learning platform providers

## 8. National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory 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 owned and managed by the Department 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 other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

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

You can also [contact the Department for Education](#) with any further questions about the NPD.

## 9. Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Positive Steps, as it has legal responsibilities regarding the education or training of 13-19-year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers. In some cases, we may also be required to pass information to other youth support organisations.

Parents/carers, or pupils once aged 16 or over, can contact the school office to request that we only pass the individual's name, address, and date of birth to Positive Steps.

## 10. Transferring data internationally

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

## 11. Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- 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, e.g., AI tools
- Give you a copy of the information
- You may also request that we provide information directly to a specified third party

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact your school office.

## 12. Artificial Intelligence

If we ever propose to make decisions about pupils using only automated systems (like AI), we will explain this to pupils and parents/carers.

Automated decisions are always subject to human involvement and overview (e.g., analyzing attendance data to flag concerns)

Any AI tools a school chooses to employ (e.g., AI marking or assessing) would be explained to pupils and parents/carers and would always be subject to human oversight and human intelligence.

### 13. Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Request portability of data to another data controller where applicable

To exercise any of these rights, please contact your school office in the first instance.

### 14. 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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. The DPO contact is 'Veritau Schools DPO Service' who fulfil the statutory role of the DPO. They are the Trust's key liaison point for the Information Commissioner's Office. They are an independent adviser to the Trust on compliance with data protection legislation, individual rights, data security and breach handling policies.

Veritau's help desk operates from 9:00 – 17:00 on Monday to Thursday and 9:00 – 16:30 on Fridays

E-mail: [schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)

Tel: 01904 554 025.

Alternatively, you can seek advice directly from the Information Commissioner's Office:

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