

# Privacy Notice –Pupils

Revision Due: August 2025



RUSSELL EDUCATION TRUST

## Privacy Notice for Pupils of Russell Education Trust schools.

### 1. Introduction

- a. Under data protection law, individuals have a right to be informed about how an organisation uses any personal data held about them.
- b. The Russell Education Trust ('the Trust') and each of our schools, collects and holds personal information relating to our pupils.
- c. This Privacy Notice explains how, during the course of our activities as an academy trust, we will collect, store and process personal data about you.
- d. This Privacy Notice applies to all personal data held by the Trust as a multi-academy trust and by individual schools in the Trust.
- e. The Trust, (Russell Education Trust, 1 Park Road, Teddington, TW11 0AP), is the 'data controller' for the purposes of data protection law.
- f. Our Data Protection Officer is Jo Townsend (see 'Contact Us' below).

### 2. The personal data we collect, hold and share include:

- a. We hold personal data about you to provide you with educational services and to look after you at school.
- b. For the same reasons, we get information about you from some other places too, like other schools, the local council and the government.
- c. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Your personal information such as your name, date of birth, unique pupil number.
  - Your family information.
  - Your admissions records.
  - Your assessment information, such as internal tests, academic progress, examination results.
  - Your attendance records, such as sessions attended, number of absences and absence reasons.
  - Details of any behavioural information such as rewards, achievements, behaviour incidents, behaviour management records.
  - Information about plans for your career or post 16 education choices, such as where you decide to study.
  - UCAS applications.
  - Trips, visits, and extra-curricular records.
  - Records of your discussions with members of staff.
  - Records of your use of our IT systems.
  - Photographs of you, for example to identify you at school.
  - Audio and video recordings, for example drama performances.
  - CCTV images captured for the purposes of security in school.
- d. We may also collect, use, store and share (where appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes but is not restricted to:
  - Information about you such as your ethnicity, language, nationality, country of birth and free school meal eligibility.
  - Information about health conditions, or other medical information such as first aid records, medication details, medical information that we may require to support your learning, safety, physical or mental health needs.
  - Special Educational Needs and Disabilities (SEND) information about you.
  - Biometric data, where this is used to identify you for example, cashless catering systems.

### 3. Why we use this data

- a. We use your data to:
  - Get in touch with you and your parents when we need to.
  - Support the admissions process.

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- Support your learning.
- Monitor and report on your academic progress.
- Check how well the school is doing.
- Review the quality of our services.
- To support and monitor behaviour and attendance.
- Look after your wellbeing.
- Provide appropriate pastoral support to you.
- Help us manage any health conditions that may affect your learning.
- Comply with legal obligations to share information.
- Keep you safe and ensure the safety of others whilst on the school site.
- Enable you to take part in examinations.

## b. Use of your personal data in automated decision making and profiling

We do not currently process pupil personal information through any automated decision making or profiling process. This means we don't make any decisions about you using only computers without any human involvement. If this changes in future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

## c. 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 at any time by contacting us (see 'Contact us' below).

## 4. Our lawful basis for using this information

- a. We only collect and use your personal data when the law allows us to. We need to establish a lawful basis to do this as set out in data protection law.
- b. Our lawful bases for processing your personal information are usually limited to:
  - We need to comply with the law, for example to meet a legal requirement applicable to academy trusts and schools.
  - We need to use it to carry out a task in providing you with an education.
  - Your or your parents/carers have given us permission to use it in a certain way.
  - We need the information to support contracts for the provision of services to you at school.
  - We need protect you or someone else for example to provide your details to the emergency services.
- c. Where you have provided us with your consent to use your information, you may take back this consent at any time. We will make this clear when requesting your consent and will explain how you would go about withdrawing your consent, in which case, the information about you will no longer be collected or processed.
- d. Special categories of personal data will normally only be processed under the following legal grounds ('special category' information includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or Biometric Data):
  - We need to process the information for reasons of substantial public interest in complying with our legal obligations, for example, for the purposes of equality of opportunity and treatment or for safeguarding young people.
  - We are legally obliged to collect and use it, for example information about your ethnic origin or disabilities.
  - We need to protect you or someone else, for example providing your medical information to the emergency services where there is a medical emergency.
  - We have obtained your or your parent/carers' specific and explicit consent to use your information in a certain way.
  - We intend to use it to make or defend legal claims.

- We need to use it for health or social care purposes for example in relation to pupils with medical conditions or disabilities.
- We need to use it for public health reasons, and it is used by, or under the direction of a professional obliged to keep the information confidential such as a doctor.
- We need to process it for archiving or statistical purposes, and the processing is in the public interest for example to support equalities initiatives.

## 5. Collecting pupil information

- a. While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions where you can choose whether or not to provide the data.
- b. We will always tell you if you have a choice. If you must provide the data, we will explain what might happen if you don't.
- c. Most of the data we hold about you will come from you, but we may also hold data about you from:
  - Local authorities.
  - Other schools or colleges.
  - Government departments or agencies.
  - Police forces, courts, tribunals.
  - Medical professionals.
  - Your representatives.
  - Your family members.

## 6. Storing pupil data

- a. We keep personal information about you while you are a pupil attending one of our schools. We may also keep it after you have left where we are required to by law.
- b. We have a Data Retention Schedule which explains how long we must keep information about pupils.
- c. 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.
- d. We will dispose of your personal data securely when we no longer need it.

## 7. Who we share pupil information with

- a. We do not share information about you with anyone outside of the Trust without permission from you or your parents/carers unless the law and our policies allow us to do so.
- b. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:
  - Your family and your representatives – to meet our legal obligations regarding your education, safeguarding and wellbeing and to protect your interests.
  - Other educational establishments and alternative education providers; to meet our obligations whilst acting in the public interest to ensure your continuing education, for example transferring data to another education setting you are attending.
  - Local authorities – to meet our obligations to share certain information with it, such as welfare concerns and exclusions.
  - Government bodies such as Department for Education (DfE) – to meet our legal obligations and acting in the public interest regarding the education of young people.
  - Our regulator, Ofsted, to comply with our legal obligations and in the public interest to provide educational services.
  - Examining Bodies – to meet our obligations whilst acting in the public interest to ensure you can be entered for exams and to measure your progress.
  - Police forces, Courts and Tribunals – fulfilling our legal obligations to provide information to prevent crime or to comply with Court Orders.

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- Employers – for example through your consent to supply reference information about your time at our school.
- Enrichment, extra-curricular and pastoral activity providers including charitable and voluntary organisations, youth support services and other organisations – either through consent or under the public interest in order to provide relevant services to you whilst you attend one of our schools.
- Our suppliers and service providers such as catering services, IT services, software and online applications, payment providers – to enable them to provide services to you at school such as catering at break and lunchtimes.
- The Trust’s auditors – to meet our legal obligations of having internal and external review of the services we provide and how we spend the funding we receive.
- Health and welfare organisations –to meet our obligation to provide pastoral care.
- Health authorities such as the NHS – to protect your interests in respect of your physical and mental health.
- Professional advisors and consultants to support the Trust in providing you with the best education.

## 8. National Pupil Database

- a. We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.
- b. Some of this information is then stored in the National Pupil Database (NPD), which is managed by the Department for Education and provides information on how schools are performing. This, in turn supports research.
- c. 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, exam boards and others.
- d. The Department for Education may share information from the NPD with other organisations, such as organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use your data.
- e. You can find more information about this on the Department for Education’s on how it collects and shares research data.
- f. You can also contact the Department for Education with any further questions about the NPD.

## 9. Transferring data internationally

- a. Where we transfer personal data to a country or territory internationally, we will do so in accordance with data protection law.

## 10. Youth Support Services

- a. Once you reach the age of 13, we are legally required to pass on certain information about you to the relevant local authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.
- b. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.
- c. Your parents/carers, or you once you’re 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to the relevant local authority.

## 11. Your rights - Accessing personal information that we hold about you

- a. You have the right to make a ‘subject access request’ to gain access to personal information that we hold about you.
- b. For pupils aged 12 and over, (but this is to be considered on a case-by-case basis), you can make a subject access request yourself. For younger pupils, a parent or carer can make an application on your behalf.
- c. If you make a subject access request, and if we do hold information about you, we will (unless there is a good reason why we shouldn’t)
  - Give you a description of it.

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- 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.
  - 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 a form you can understand.
- d. You may have the right for your personal information to be shared electronically with another organisation in certain circumstances.
- e. If you would like to make a request, please contact us (see “Contact Us” below). You can also read the information set out in the Trust’s Data Protection Policy and the Subject Access guidance on your school’s website where you will find a Subject Access Request Form. You are not required to use the form, but by doing so, it helps us to deal with your request more efficiently.

## 12. Your other rights regarding your data

- a. 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 your personal data if it would cause, or is causing, damage or distress;
  - stop 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);
  - have the personal data we hold about you rectified if it is inaccurate or incomplete;
  - restrict our processing of your personal data (i.e. permitting its storage but no further processing);
  - seek redress, either through the Information Commissioner’s Office or through the Courts.
- b. To exercise these rights, please contact us (see “Contact us” below).

## 13. Complaints

- a. We take any complaints about our collection and use of your 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 let us know first.
- b. To make a complaint, please contact our Data Protection Officer (see “Contact us” below).
- c. Alternatively, you can make a complaint to the Information Commissioner’s Office:
- Report a concern online at <https://ico.org.uk/concerns/>
  - Call 0303 123 1113
  - Write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## 14. Contact us

- a. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:
- **Data Protection Officer:** Jo Townsend
  - **Email address:** [DPO@Russelleducationtrust.org.uk](mailto:DPO@Russelleducationtrust.org.uk)
  - **Address:** Data Protection Officer, Russell Education Trust, 1 Park Road, Teddington, TW11 0AP. Please mark private and confidential for the attention of the Data Protection Officer.