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When your child starts at school and, as they continue to progress through the education system, we ask for and collect data in order to fulfil certain legal obligations and to support your child with their education, as well as their personal and social development. We take our responsibilities in this respect very seriously and your data is only shared with outside authorities where we are either legally required to do so, or to inform other agencies who are also involved in supporting your child whilst at school. There may also be times where medical information needs to be shared in the event of an emergency.

The purpose of this Privacy Notice is to inform you about the data we hold, who we share it with, why we share it and how long we retain it. We are also, by law, required to advise you of the 'lawful basis' under which we collect and process the data, as defined by the 'General Data Protection Regulations Act (GDPR)'.
The data that we collect about your child is defined by the GDPRs as 'personal data' and in some cases is also called 'special category data', data which is perceived as being more sensitive (e.g. data on ethnicity and religion as well as medical data).

Who is responsible for this information?

EQUA Mead Learning Trust is the Data Controller for the use of personal data in this privacy notice.

The categories of pupil information that we process include:

- Personal identifiers: such as name, unique pupil number, contact details and address
- Characteristics: such as ethnicity, language, and free school meal eligibility
- Safeguarding information: such as court orders and professional involvement, CP plans and Concerns Sheets
- Special Educational Needs: including the needs, reports and support provided by external agencies
- Medical and administration: such as doctors information, child health, dental health, allergies, medication and dietary requirements
- Attendance: such as sessions attended, number of absences and absence reasons and any previous schools attended
- Assessment and attainment: such as key stage 1 and phonics results
- Behavioural information: such as exclusions and any relevant alternative provision put in place
- Educational information: such as school reports, assessment data, exam and test results
- Trips and activities: contact information and medical information
- Catering and Free School Meal Management: Allergies and dietary requirements

This list is not exhaustive. A data asset register is maintained, and this can be accessed upon request.

Purpose - why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements. We collect and use pupil information, for the following purposes:

a) To support pupil learning (Legal basis: Public Task)
b) To monitor and report on pupil attainment progress (Legal basis: Public Task)
c) To provide appropriate pastoral care (Legal basis: Public Task)
d) To assess the quality of our services (Legal basis: Public Task)
e) To keep children safe (food allergies, or emergency contact details. (Legal basis: Vital Interest)
f) To meet the statutory duties placed upon us by the Department of Education. (Legal basis: Legal Obligation).
g) In addition, throughout the school year we also take photographs and videos of pupils which are used:
    - For displays around the school (Legal basis: Consent)
    - Within our school prospectus and on our school website (Legal basis: Consent)
    - Reports for sporting events, school plays or other purposes within school publications and the general media. (Legal basis: Consent)

The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the lawful basis we can rely on for processing pupil information is:

- Consent: the individual has given clear consent to process their personal data for a specific purpose
- Contract: the processing is necessary for a contract we have with an individual, or because we have been asked to take specific steps before entering into a contract
- Legal Obligation: the processing is necessary in order to comply with the law (not including contractual obligations)
- Vital Interests: the processing is necessary to protect someone's life

- Public Task: the processing is necessary in order to perform a task in the public interest and official functions, and the task or function has a clear basis in law
- Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

We collect and use 'special categories of personal data' under the following 'lawful basis' as defined within the GDPRs:

- Article 9(2)(a): where you have understood the reason for us requesting the data and have given your consent to us doing so for the purpose specified
- Article 9(2)(b): where processing is necessary for the purposes of carrying out the obligations in the area of social protection law
- Article 9(2)(c): that processing is necessary to protect the vital interests of your child or of another person where you or your child are physically or legally unable to give consent
- Article 9(2)(d): that processing is carried out in the course of our legitimate activities, with appropriate safeguards

Under the General Data Protection Regulations (GDPR), the lawful bases we rely on for processing pupil information are for the purposes of a), b), c) and d) as identified above, in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform, as part of their statutory function.

For the purposes of e) as identified above, in accordance with the legal basis of Vital Interests: to keep children safe (food allergies, or medical conditions).

For the purposes of f) as identified above, in accordance with the legal basis of Legal Obligation: data collected for DfE census information as per:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (School Performance Information)(England)Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

For the purposes of g) as identified above, for the taking and use of photographs and / or videos of pupils, our lawful basis as defined within the GDPR is 'consent'. We will write to you when your child starts at our school to ask for your consent and will supply you with more detail.

Collecting pupil information

We collect pupil information via for example, registration forms at the start of the school year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the general data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. Information regarding our data retention schedule and how we keep your data safe can be supplied upon request.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Relevant Local Authorities
- The Department of Education
- Within the Multi-Academy Trust
- School Nurse and the National Health Service
- Agencies involved with supporting your child

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In addition, if your child joins our school from another school, their individual pupil files will be transferred with them and similarly, when your child leaves our school to attend another school (either primary or secondary) their individual pupil files will be transferred with them, including information regarding any special educational needs they might have, contact with external agencies and/or child protection files.

Department for Education

The Department for Education collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our Local Authority for the purpose of those data collections, under:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (School Performance Information) (England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

For School census: Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013, applies.

All data is transferred securely and held by 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.

Local Authorities

We may be required to share information about our pupils with the Local Authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager / Data Protection Officer.

Depending on the lawful basis above, you may also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- A right to seek redress, either through the ICO, or through the courts

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. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by 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, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager.

Last updated

We may need to update this Privacy Notice periodically so we recommend that you revisit this information from time to time. This version was last updated in April 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact the School Business Manager at your school.

How Government uses your data

The pupil data that we lawfully share with the 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 attainment 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 (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 in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local Authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly one per year to the Police.

For information about which organisations the Department has provided pupil information, (and or which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police, please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares.

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact DfE: https://www.gov.uk/contact-dfe.