



Privacy Notice Pupils

Date of Review: September 2026

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How we use pupil information

We, the Laurus Trust are a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education.

This privacy notice has been created to inform children, young people, and their parents/carers, how we use their information.

The categories of pupil information that we process include:

- *personal identifiers and contacts (such as name date of birth, unique pupil number, contact details and address)*
- *characteristics (such as ethnicity, language, religion and free school meal eligibility)*
- *safeguarding information (such as court orders and professional involvement)*
- *special educational needs and disability status*
- *medical and administration (such as doctor's information, health, allergies, medication and dietary requirements)*
- *attendance*
- *assessment and attainment*
- *behavioural information*
- *CCTV images to monitor the security of the site to ensure the safety and wellbeing of staff, pupils and visitors*
- *Passport information*
- *Bursary information*
- *Biometric data*

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- *support pupil learning and the delivery of education*
- *monitor and report on pupil attainment progress*
- *provide appropriate pastoral care*
- *assess the quality of our services*
- *keep children safe*
- *organise and manage extracurricular activities and educational visits safely and effectively*
- *meet the statutory duties placed upon us for the Department for Education (DfE) data collections*

- *monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors*

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

- **legal obligation** - *we are required to process pupil data so that we meet the legal requirements imposed upon us, such as our statutory duty to provide individual data to the DfE for the school census (Article 6(1)(c))*
- **public interest** - *it is necessary for us to process your information so that we can provide you with an education and look after you. This is known as being in the public interest and means we have real and proper reasons to use your information (Article 6(e))*
- **consent** - *consent may be relied upon to process some forms of pupil data which are not used within the normal business of the school, such as use of photographs in the public domain or arranging school trips (Article 6(1)(a))*
- **vital interests** - *it is in your or another's vital interests for your personal information to be shared to protect someone's life in an emergency. (Article 6 (d))*

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data. We do not process any special categories of personal data except where necessary for:

- **reasons of substantial public interest** in complying with legal obligations (including under the Equality Act 2010). (Article 9(2)(g)).
- **explicit consent** given by the data subject (Article 9(2)(a)).
- **purposes of preventive or occupational medicine** (Article 9(2)(h)).

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact the relevant trust school should you wish to withdraw your consent for any of the above activities.

Collecting pupil data

We collect your personal information through admission forms and either directly from yourself and/or your parents/carers or sometimes from an external organisation such as our Local Authority.

Whilst the majority of pupil information you provide us with is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely in line with our data Retention Schedule. Data is kept in locked cabinets, electronically, password protected documents etc..

When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe please contact dataprotection@laurustrust.co.uk.

Who we share pupil information with

We routinely share pupil information with:

- *the Department for Education (DfE)*
- *the local authorities for each school within the Trust*
- *other schools or education settings*
- *education provisions that pupils attend after leaving us*
- *Your family and representatives – to fulfil our legal obligations e.g. quoting your school username when informing them about PP & R*
- *Educators and examining bodies*
- *Ofsted – to meet our legal obligations with regard to the delivery and monitoring of teaching and learning and the management of our schools*
- *Supplier and service providers – so that they can provide the services we have contracted them for (such as Accessit, Educake, No more marking, Bedrock, Vocabulary and Quizlet)*
- *Health authorities – so that we can offer non statutory services*
- *Security organisations – for safeguarding purposes (such as CPOMS)*
- *Health and social welfare organisations, NHS – to carry out statutory functions and to be able to offer non-statutory services*
- *Professional advisors and consultants – so that information can be obtained to enhance educational provision*
- *Youth support services (pupils aged 13+)*

Why we share pupil information

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Local Authority

We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other local authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- *youth support services*
- *careers advisers*

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via /Local Authority service via either Groupcall, Synergy, MRI Education or Looked After Call.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- *post-16 education and training providers*
- *youth support services*
- *careers advisers*

Data is securely transferred to the youth support service/Local Authority service via either Groupcall, Synergy, MRI Education or Looked After Call.

For more information about services for young people, please visit our local authority website.

Department for Education (DfE)

The Department for Education (DfE) 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:

regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key->

stage-3

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Post-16 education and training providers

When pupils move on to further education, training or apprenticeships, we may share relevant information with post-16 education and training providers to support a smooth transition and ensure that appropriate education, training and support can be put in place.

This may include personal details, attendance information, unique learner or pupil numbers, and information relating to special educational needs, disabilities, free school meal eligibility or other support requirements where necessary to support the young person's education, training and wellbeing.

This information is shared in line with our responsibilities under the Education Act 1996, Children and Families Act 2014 and The Education (Pupil Information) (England) Regulations 2005.

If upon selecting your next destination, there are categories of data you would prefer to withhold, please contact your headteacher in writing.

Requesting access to your personal data

The UK GDPR gives individuals certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact dataprotection@laurustrust.co.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not 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.

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 or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Complaints

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 via dataprotection@laurustrust.co.uk.

Following any complaint response, if you remain unsatisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Trust Director of Compliance at dataprotection@laurustrust.co.uk

or Data Protection Officer

IGschoolsupport@stockport.gov.uk

How DfE uses your data

The pupil data that we lawfully share with the Department for Education (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 GCSE 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)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the

Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with 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 Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're 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 for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you published in the privacy notices for early years foundation stage to key stage 3, and key stage 4 and 5 and adult education. These are available below:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	N/A
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