

PRIVACY NOTICE (PUPIL PARENTS AND GUARDIANS)

Learning Academies Trust

Version: 2.1

Approved by: Apex HR

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LEARNING
ACADEMIES TRUST

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CHANGES

Policy date	Summary of change	Author	Version	Review date
01/01/2019	Policy has been created	Apex HR Ltd	1.0	01/01/2020
22/11/2022	Policy updated with special category data conditions in section 1.2	Apex HR Ltd	2.0	22/11/2023
19/02/2024	Updated terminology and language used	Apex HR Ltd	2.1	28/02/2025
30/06/2025	Reviewed Policy, Added 2.2 Child Protection (Safeguarding) Records	Apex HR Ltd	2.2	30/06/2027

OVERVIEW

Learning Academies Trust (LAT) are a data controller for the purpose of Data Protection Act 2018 and General Data Protection Regulations (GDPR). This means the LAT are responsible for deciding how it processes personal data relating to pupils and their families. The LAT are required by Data Protection Law of the information contained in this privacy notice.

In some cases, processed data will be used by a third-party processor, however in these cases your consent will be sought unless the law requires the school to share your data. In the circumstances your data is shared with third party processors the same Data Protection procedures apply to those processors.

1. DATA PROCESSING

‘Processing’ includes obtaining, recording or holding information or data, transferring it to other companies associated with us or any other statutory, governmental or regulatory body for legitimate purposes.

1.1 Principles of GDPR:

- Your data will be lawfully and fairly processed in a transparent manner.
- Your data is collected on the grounds of clear, transparent and legitimate reasons.
- We will only ask for your data when necessary, explain when and with whom your data will be shared.
- Your data will be accurate, kept up to date and erased, without delay, should your data no longer be required for the reason for which it was originally processed.
- Your data will be retained for as long as necessary.
- Your data will be kept secure at all times.

An additional principle sets out the Accountability, where we shall be responsible for and demonstrate compliance according to General Data Protection regulations.

1.2 Your Rights.

The points below are clear rights you have under the data protection (GDPR). Please ask us for more information and explanation of each, should you wish to;

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights to automated decision and profiling.

The Learning Academies Trust (LAT) holds the legal right to process personal data relating to pupils and their families. We also may receive information from their previous school, local authority and/or the Department for Education (DfE). The LAT processes information to meet legal requirements and legitimate interests according to the General Data Protection Regulations (GDPR) and UK Data Protection Laws. For more information on this please contact the appointed Data Protection officer (DPO)

Typical Data we collect

- Personal Information (names, addresses, date of birth etc)
- Characteristics (ethnicity, language, nationality etc)
- Attendance information
- Assessment Information
- Medical Information
- Special Educational Needs Information
- Exclusion Information
- Behavioural Information

Most of the data the LAT collect is provided on a mandatory basis, some may be voluntary. The school will inform you whether you are required to provide certain information, or you have a choice. Where the LAT is required to obtain consent, the school will provide you with specific and clear information as to the purpose of the data being collected and how it will be used.

We process special category data such as medical, special educational needs and characteristics in accordance with Schedule 1, part 2 of Data Protection Act 2018 -substantial public interest conditions. We take extra security over this type of data.

2. DATA SHARING

Third Party organisations that are associated with us have agreed to treat the processing of your personal data confidentially and secure.

2.1 The LAT will routinely share information with:

- Other schools upon leaving the LAT
- The local Authority
- Catered
- Police and social services
- Department for Education (DfE)
- NHS

This list is not exhaustive and there are others, others will include the national pupil database managed by the DfE, curriculum, learning tools etc. For more information on who we share your data with and why please contact the Data Protection Officer (DPO). The LAT will always endeavour to seek consent before releasing any data to other organisations. Consent can be withdrawn at any time.

2.2 Child Protection (Safeguarding) Records

Where a child has a Child Protection (CP) file, the full content of this file will be transferred to any new school or educational setting in its entirety, in line with statutory safeguarding guidance and best practice. The CP file is a confidential record containing information relevant to the child's safety and wellbeing. It may include: details of the child and their family; a chronology of key events including actions taken by the Designated Safeguarding Lead (DSL); genograms; records of concerns; referrals for early help or children's social care (regardless of outcome); assessments (e.g., early help, children's social care, Graded Care Profile 2); minutes of child protection conferences and multi-agency meetings; correspondence with parents/carers and external professionals; the voice of the child; safeguarding information received from previous schools; and summaries of police information (e.g., PPNs or Operation Encompass notifications). The legal basis for sharing this information is to comply with a legal obligation and to protect the vital interests of the child.

3. RETENTION OF YOUR INFORMATION

The LAT will only retain your information for the period which is necessary to fulfill the purpose it was collected. This would include for any purpose of satisfying any legal, accounting, or reporting requirements. Your data will be retained on the guidelines set out in the LAT's Record Management Policy. Once this period has passed or any other information is not required to be archived, the data will be securely destroyed in accordance with the policy and procedures.

4. ACCESS TO OWN PERSONAL INFORMATION

Subject to certain exemptions, parents/guardians and pupils are entitled to have access to their personal and sensitive personal data that is held by the LAT. Please contact the DPO for more details on how you can gain access to data the LAT process.

You will not be charged to supply such data; however, we do reserve the right to apply a 'reasonable' fee where requests are deemed excessive.

We will respond to your request as soon as possible and within the statutory time frame of 1 month. Where it is deemed excessive or complex this may take longer and you will be notified with a new time frame up to 3 months.

As with your right to access your own data, you do have other rights to the processing of your data. Please refer back to section 1 and or contact the DPO for more information.

5. DATA SECURITY

The LAT have inputted security measures to protect the security of your data. We continue to review our security measures and develop these on a regular basis.

The LAT takes security of data very seriously. We have focused on security systems and measures to prevent data from being lost, stolen, used or accessed in an unauthorised manner, altered or disclosed unlawfully. In some areas we have limited and restricted access to data to employees, agents, contractors and any other third parties. Third parties will only ever process data on our strict instructions and within the guidelines in our sharing agreements and confidentiality agreements.

The LAT have procedures to deal with any suspected breaches of data and will notify you and any applicable regulator of any suspected breaches where we are legally required to do so.

6. RAISING A CONCERN

If at any time, you wish to action any of your rights under Data Protection Act 2018 in relation to for us or any company associated with us, to processing personal data or sensitive data,

Please contact Kelly Miller, Data Protection Officer (DPO)

Email: dpo@learningat.uk

If in the instance you believe your data has been wrongfully processed or not kept secure you have the right to raise a complaint with the 'Information Commissioner's Office' (ICO).

<https://ico.org.uk/make-a-complaint/>