PRIVACY NOTICE
PUPIL INFORMATION

Blessed Edward Bamber Catholic Multi Academy Trust

VERSION: 2.1

ADOPTED: AUTUMN TERM 2025

NEXT REVISION: AUTUMN TERM 2026

Blessed Edward Bamber
Catholic Multi Academy Trust

Corinthians 4:2

Now it is required that those who have been given a trust must prove faithful.

Version Control

Date of last review	Autumn Term 2025
Date of next review	Autumn Term 2026
Review period	Annual
Policy Status	Trust Wide
Owner	CFO
Approver	CEO
Version	2.1

Previous versions

Version	Author	Date	Changes
1.2	CFO	May 25	Reviewed, no changes.
2.1		Sept 25	Change to DPO information and Trust address

This is a Trust-Wide Policy which applies to all academies within the Trust

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How we use pupil information How we collect pupil information

We collect pupil information via registration forms at the start of the academic year and common transfer files (CTF) from previous schools. Personal information will also be captured throughout the academic year as part of the general course of delivering education.

Pupil data is essential for the schools' 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 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.

Categories of information

The categories of pupil information that we collect, hold and share include:

- Personal identifiers and contacts (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)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Post-16 learning information
- Video information captured by CCTV for security purposes
- Biometric information (connected to school meal purchases through the Biostore till system).

This list is not exhaustive.

Why we collect and use this information

We use the pupil data to:

a) Support pupil learning
b) Monitor and report on pupil progress
c) Provide appropriate pastoral care
d) Keep children safe (food allergies, or emergency contact details)
e) Meet the statutory duties placed upon us for DfE data collections
f) Comply with other statutory requirements (data protection, health & safety).

The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), we collect and use the majority of our pupil information under the lawful basis of:

- Article 6(1)(e) public task - because we process it to enable the provision of education which is both in the public interest and has a clear basis in law.
- Article 6(1)(c) legal obligation - as it is necessary for us to comply with the law e.g. census returns to the DfE.

We may on occasion use the lawful basis of:

- Article 6(1)(f) legitimate interests - for some commercial activities e.g. annual pupil photographs
- Article 6(1)(e) vital interests - where we need to protect a pupils life e.g. the emergency services.

When processing 'special categories of personal data' the Trust will engage an additional condition from Article 9(2) of the UK GDPR. An example of this is when we collect and use biometric information. We will process this under the lawful basis of:

- Article 6(1)(a) consent and Article 9(2)(a) explicit consent

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authority
- Youth support services (pupils aged 13+)
- Department for Education (DfE)
- Third parties we have engaged to deliver educational services.

This list is not exhaustive. We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the Trust's Chief Finance Officer.

Telephone: 01253 203260

Email: admin@bebcmat.co.uk

Address: 154 High Cross Road, Poulton-Le-Fylde, FY6 8DA

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 DfE either directly or via our local authority for the purpose of those data collections.

The National Pupil Database (NPD) is owned and managed by the DfE 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information on how the DfE and its executive agencies share your personal data, go to https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

Requesting access to your personal data and complaints

Under data protection legislation, 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 Trust's Data Protection Officer:

Email: dpo@shardbusinessservices.co.uk

You also have the right to:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

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, please let us know by contacting either the Headteacher or the Trust's Data Protection Officer.

We aim to meet the highest standards when collecting and using personal information. If you are unhappy with our use of your personal data, or anything in this notice, please talk to us directly so we can help to resolve any problem or query.

If you are still not happy with our response, you have the right to appeal directly to our regulator – the Information Commissioners' Office (ICO).

Telephone:	0303 123 1113
Link:	https://ico.org.uk/concerns/
Address:	Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this privacy notice

We keep our privacy notice under regular review. We will update it if we undertake any new or amended processing. We will bring any significant changes to your attention but to make sure that you keep up to date, we suggest that you revisit this notice from time to time.