



GUILSBOROUGH MULTI ACADEMY TRUST

PRIVACY NOTICE FOR STUDENTS

1. Introduction

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have the right to be informed about how organisations collect and use their personal data.

This Privacy Notice explains how Guilsborough Multi Academy Trust collects, processes and protects personal information relating to pupils and students attending our schools. Guilsborough Multi Academy Trust is the Data Controller for the purposes of data protection legislation. The Trust is committed to ensuring that personal information is handled lawfully, fairly and transparently.

2. Data Protection Officer

The Trust has appointed an independent Data Protection Officer service to oversee compliance with data protection legislation and provide advice and support on privacy matters.

Data Protection Officer: GDPR Sentry Limited

Email: support@gdprsentry.com

Telephone: 0113 804 2035

Address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire LS23 7FG

3. Personal Information We Collect

The Trust may collect, use, store and share personal information relating to pupils and students, including:

- name and preferred name
- date of birth
- home address and contact details
- unique pupil number and other pupil identifiers
- admissions, attendance, timetable and assessment information
- curriculum, learning, progress and attainment records
- special educational needs, disability and learning support information
- medical, health, dietary and allergy information where required
- safeguarding, pastoral, behaviour and welfare information



- ethnicity, language, nationality and eligibility information where required for statutory returns or support
- photographs, images, video or audio recordings where used lawfully for educational, identification, security or communication purposes
- correspondence and communications involving or about the student

In certain circumstances, the Trust may process special category personal data where this is necessary and lawful. This may include information relating to ethnicity, language, health, special educational needs, safeguarding or social care matters.

4. Sources of Personal Information

Information may be obtained directly from pupils and students, parents and carers, previous schools, local authorities, the Department for Education, health professionals, social care services and other agencies supporting children and families.

5. Why We Use Personal Information

The Trust processes student personal information to:

- support pupils' and students' education and learning
- safeguard and promote the welfare of children and young people
- provide pastoral care, behaviour support and wider wellbeing support
- maintain accurate student records
- monitor attendance, progress, attainment and destinations
- administer admissions, examinations, assessments and educational activities
- identify and provide appropriate support for special educational needs, disabilities, medical needs or safeguarding concerns
- communicate effectively with students, parents and carers
- meet statutory duties and regulatory requirements
- protect the health, safety and wellbeing of pupils, students, staff and visitors
- support the effective operation and management of the Trust

6. Lawful Basis for Processing

The Trust processes personal information only where a lawful basis exists under UK GDPR. The lawful bases most commonly relied upon are legal obligation under Article 6(1)(c), public task under Article 6(1)(e), consent under Article 6(1)(a), and vital interests under Article 6(1)(d).

Where consent is relied upon, it may be withdrawn at any time. Withdrawal does not affect the lawfulness of processing carried out before consent was withdrawn.

Where special category personal data is processed, the Trust will identify an appropriate condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

7. Providing Information

Some information must be provided to enable the Trust to fulfil its legal, educational and safeguarding responsibilities. Where information is required by law or is necessary for the provision of education, safeguarding, welfare support or associated services, students and, where appropriate, parents and carers



will be informed of the consequences of not providing that information. Where information is optional, this will be made clear at the point of collection.

8. How We Store and Protect Information

The Trust takes appropriate technical and organisational measures to protect personal information from accidental loss, unauthorised access, misuse, alteration or disclosure. Personal information may be stored electronically within secure Trust systems, within approved cloud-based services and in paper records held securely by the Trust. Access to personal information is restricted to authorised individuals who require access for legitimate educational, safeguarding, operational or legal purposes.

9. Retention of Information

The Trust retains personal information only for as long as necessary to fulfil the purposes for which it was collected and to meet legal, statutory and operational requirements. Retention periods are determined in accordance with the Trust's Records Retention, Destruction and Archive Policy. Further information regarding retention periods may be obtained on request.

10. Sharing Personal Information

The Trust does not routinely share personal information without a lawful basis. Where necessary and lawful, information may be shared with:

- local authorities
- the Department for Education
- schools and educational establishments
- examination and awarding bodies
- healthcare professionals and health authorities
- social care services
- safeguarding agencies
- police forces
- courts and tribunals
- professional advisers and auditors
- regulatory bodies
- service providers acting on behalf of the Trust
- research and survey organisations where appropriate

Information may also be shared where required to protect a child or vulnerable individual, prevent or detect crime, comply with a legal obligation, or respond to lawful requests from public authorities.

11. International Transfers

Where personal information is transferred outside the United Kingdom, the Trust will ensure that appropriate safeguards are implemented in accordance with UK GDPR requirements. Such safeguards may include UK adequacy regulations, International Data Transfer Agreements, the UK Addendum to approved standard contractual clauses, or other lawful transfer mechanisms approved under UK GDPR.



12. Individual Rights

Under UK GDPR, individuals have the right to be informed about how their personal information is used; access personal information held about them; request correction of inaccurate information; request erasure of personal information in certain circumstances; request restriction of processing in certain circumstances; object to processing where applicable; request transfer of personal information to another organisation where applicable; withdraw consent where consent is the lawful basis for processing; and challenge decisions made solely by automated means. Depending on the age, maturity and understanding of the student, these rights may be exercised by the student themselves or, where appropriate, by a person with parental responsibility acting on their behalf. The Trust does not routinely make decisions based solely on automated processing.

13. Subject Access Requests

Individuals have the right to request access to personal information held about them. Requests should be submitted in writing to the Trust or the Data Protection Officer. Where a request relates to a student, the Trust will consider the student's rights, age, maturity and best interests before disclosing information. The Trust will normally respond within one calendar month, subject to any exemptions permitted under data protection legislation.

The Trust takes concerns regarding the handling of personal information seriously. Any concerns regarding the collection, use or management of personal information should be raised with the Trust in the first instance. If concerns remain unresolved, individuals may contact the Trust's Data Protection Officer. Individuals also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Information Commissioner's Office

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

Telephone: 0303 123 1113

Address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

14. Contact Details

Data Protection Officer

GDPR Sentry Limited

Email: support@gdprsentry.com

Telephone: 0113 804 2035

Address:

Unit 434 Birch Park

Thorp Arch Estate

Wetherby

West Yorkshire

LS23 7FG



Trust Contact

For general enquiries regarding this Privacy Notice, data protection matters or subject access requests, please contact the Trust using the published contact details available on the Trust website.