

Privacy Notice – Pupils and Parents/Carers

You have a legal right to be informed about what information we hold about you and how we use this information.

The Extend Learning Academies Network (ELAN) is the Data Controller for the use of personal data in this privacy notice and processes pupil information in line with Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The sorts of information that we collect, hold and share

We hold some personal information about you and your parents/carers to make sure we can help you learn and keep you safe when you are at school. For the same reasons, we also collect and share information about you from some other places too – like your previous school, the local authority and the government.

This information includes:

- your parents/carers; names, data of birth, national insurance number, contact details, photographs, CCTV and any other relevant information shared with the school
- your siblings; name, age, school and any other relevant information shared with the school
- your personal identifiers and contacts (such as name, date of birth, national curriculum year group, unique pupil number (UPN), contact details, address and identification documents)
- your characteristics (such as sex, ethnicity, language)
- enrolment information
- medical and administration (such as doctor's information, child health, dental health, allergies, medication, dietary requirement)
- documentation for safeguarding including looked after information (such as court orders and professional involvement)
- special educational needs (including funding, your needs and what we need to do to support you)
- your attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- records of assessment and attainment (such as reception baseline, multiplication tables check, key stage 1, phonics results, and SATs results)
- behavioural information (such as suspensions, exclusions and any relevant alternative provision put in place)
- information for trips and activities (such as parent contact details)
- pupil premium information (such as if you are eligible for free school meals)
- school lunches taken

- any medical conditions you have and who to contact if you are taken ill, including any allergies you may have or medication and dietary requirements
- details of any issues about your behaviour and discipline and any exclusions you have received
- records relating to your sports, music and other extra-curricular activities undertaken by you, whilst at or when representing the school
- young carer or service child data
- biometric data if used by the school
- funded early-years entitlement hours and for ages; two, three and four years in nursery provision as part of the school
- disability access fund for early years
- hours at setting for all pupils
- learner funding and monitoring
- photographs and videos taken of you while you're at school and taking part in school activities, including times when you're away from school on tours, trips and visits

Special category data

We have a duty of care look after your health and wellbeing. This means we will hold some information on you which is classed as special category data. Special category data includes any information concerning your racial or ethnic origin, religious or other beliefs of a similar nature and health needs. Under data protection law we must fulfil additional requirements to use this data, which is detailed below

Why we collect and use this information

The personal data collected is essential, for ELAN to run the schools, fulfil their official functions, meet their legal requirements and provide you with a good education.

We collect and use your data to:

- communicate with parents/carers about their child
- provide appropriate pastoral care
- for health and safety purposes including onsite security
- act upon safeguarding concerns
- to receive government funding
- support your learning
- check how you're doing and work out whether you or your teachers need any extra help
- monitor and report on your attainment progress
- look after your wellbeing and keep you safe while you are at schools
- get in touch with you and your parents when we need to
- track how well the school is performing
- publish newsletters and other forms of communication about your achievements and about events taking place at the school either in hard copy or published on the school website and social media channels
- publish teams for sporting fixtures and other events, either in hard copy (for example – on display boards) or published on the school's website and social media channels
- allow the school to create displays of your and other pupils' work and achievements

- inform staff of any allergies you may have so they know how to look after you if you have a reaction
- to meet the statutory duties placed upon us by the Department for Education (DfE)

The lawful basis on which we use this information

We collect and use pupil information under Article 6 and Article 9 of the GDPR. Most often, we will use your information where:

- we are performing our contract with your parents to provide your education and to ensure your safety while you are in our care
- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- your parents have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest)

To process special category data we need an additional legal basis. We will process special category data most often where:

- we have your parents' consent
- the processing is necessary under social security or social protection law
- we are processing it in the case of an emergency or because someone's life is at risk
- we are providing health care or treatment to you.

Where we have got permission to use your data, your parents may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data. Where we need your data to provide your education and other services, such as trips and extra-curricular activities, and for our legal obligations, such as safeguarding your welfare, if you don't give us the information we need we may not be able to enrol you or maintain your status as a pupil, or provide the other services.

Collecting pupil and parent information

We collect your information via:

- admission forms
- registration forms
- common transfer file (CTF) from the local authority and/or previous school
- secure file transfer from your previous school
- trip consent forms

- information gathered from home visits or meetings with parents
- provided by parents/carers (such as data sheets)
- Department for Education (DfE) Get Information About Pupils

CCTV

Where CCTV systems are installed on our premises, these are for the purposes of keeping you, the general public and staff safe, and for crime prevention and detection. Signs are displayed clearly explaining that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet. Images captured by CCTV will not be kept for longer than necessary.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

Storing pupil data

We hold pupil data for a specified period which is detailed in the ELAN Data Retention Schedule. The retention schedule is available online <https://www.extendlearning.org/policies-trust-wide/> or a copy can be requested from the Data Protection Officer.

Who we share pupil information with

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- schools
- the local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (DfE) – a government department
- the Police and law enforcement
- the National Health Service
- the school nursing service (Sirona Care & Health)
- ELAN Educational Welfare Officer
- ELAN central team members
- ELAN members or trustees
- your family and representatives
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies

Why we share pupil information

We do not share personal information about you with anyone outside the school without permission from your parents, unless the law and our policies allow us to do so.

Local authority

We may be required to share information about our pupils with the local authority (LA) under the Schools Admissions Code, including Fair Access Panels.

Department for Education

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.

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](#).

How Government 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 (DfE) (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'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

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

or

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

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

Requesting access to your personal data

Under GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer in the first instance

You have other rights over how your personal data is used and kept safe. Your rights include:

- 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 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 your information rights request may be refused. 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.

Privacy notice review

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This privacy notice was last reviewed June 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact HR@extendlearning.org

Document Control Document Information

	Information
Document Name	Privacy Notice - Pupils
Document Author	Data protection officer
Document Approval	Data protection officer
Document Status	Version 6.0
Publication Date	July 2025
Review Date	July 2026
Distribution	<i>Website/General</i>

Version Control

Version	Issue Date	Amended by	Comments
1.0	2019	Data Protection Officer (DPO)	New document
2.0	2020	Data Protection Officer (DPO)	Annual review. No update.
3.0	July 2022	Data Protection Officer (DPO)	Annual review. New section added for Department of Education page 4. Document control added.
4.0	Oct 2023	Data Protection Officer (DPO)	Annual Review. Updated to reflect attendance data sharing with DfE. Added section 'storing pupil data'.
5.0	July 2024	DPO	Annual update to data collected and to include parental data.
6.0	July 2025	DPO	Annual review. Updated inline with DfE templates