



Privacy Policy for Parents/Carers – use of your child's personal data

Document Owner	Data Protection Officer
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1. Application of the Notice

This notice is produced for all parents and carers setting out how Grace Schools uses the personal data of their children.

Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following Grace Schools Policies/Procedures:

Data Protection Policy

2. Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

3. The personal data we hold

The personal data we may hold, use, store, share and process includes but is not restricted to:

- Personal identifiers such as contact details, contact preferences, date of birth, identification documents, unique pupil number
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics (such as ethnicity, language, free academy meal eligibility)
- Special educational needs
- Behavioural information (including exclusions, alternative provision)
- Medical and administration (such as doctor's information, child health, dental details, allergies, medication, dietary requirements)



- Attendance information (such as sessions attended, absences and reasons, previous schools/academies attended)
- Safeguarding information (such as court orders, professional involvement)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images (if applicable) captured in the Grace Schools academy in which they attend

We may also hold data about pupils that we have received from other organisations, including other schools/academies, local authorities and the Department for Education.

4. Why we collect and use pupil information

The personal data collected is essential for academies to fulfil their official functions and meet legal requirements. Under GDPR the lawful bases we rely on for processing pupil information are listed below.

5. Our lawful basis for using this data

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

a. Statutory Function (legal basis to perform a public task):

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services

b. Vital interests:

- To keep children safe (such as allergies, emergency contacts)

c. Legal obligation

- To meet statutory duties placed upon us (such as Department for Education census information)

If we need to process a pupil's data outside of the legal/statutory requirements we will obtain specific consent, which can be



withdrawn at any time, and we will explain how consent can be withdrawn.

Children's data will be processed using artificial intelligence tools only where we have done a privacy assessment which concludes that these tools do not present an enhanced privacy risk to the children.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

6. Collecting this information

We obtain pupil information when a pupil joins an academy via relevant forms. When a child joins an academy from another school/academy, a secure file containing relevant information is sent to the new school/academy.

Pupil data is essential for the academies' operational use. Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. To comply with UK GDPR, we will inform you at the point of collection which information you are required to provide and which you have a choice in.

7. How we store this data

We hold data securely for the set amount of time shown in our data retention schedule. Personal data is stored in accordance with our Records Management Policy which you can access via our website: <https://demat.org.uk/policies/>.

We hold data securely for the set amount of time shown in our data retention schedule. This vast bulk of this data is held on our Bromcom Pupil Management Information System and CPOMS Safeguarding Platform.

8. Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.



Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service for which we have contracted them
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

9. Requesting access to your or your children's personal data (and other rights)

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer at dpo@graceschools.org.uk.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Therefore, most subject access requests from parents or carers of pupils at any of the Trust's academies may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.



You also have the right to:

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

10. The right to lodge a complaint

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9



11. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

The Data Protection Officer
Grace Schools
Grace Building
8 High Street
Ely
CB7 4JU

12. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	June 21
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022
4.	Updated to bring in reference to the Bromcom MIS system and CPOMS Platform.		Data Protection Officer	CEO	July 2025
5.	Rebrand to Grace Schools and reformatting		Data Protection Officer	CEO	August 2026

This document will be reviewed every two years. The document was reviewed in January 2024 with no changes being made.

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