



Privacy notice for parents and carers – use of your child’s personal data

Approved by:	Trust Board	Date:
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Version Control Updates

Date of review	Reviewer	Amendment made
July 2025	Michelle Ridsdale	Section 2 – Processing Basis added with UK GDPR Article listed and including the article associated with special category data
July 2025	Michelle Ridsdale	Section 3: How Government uses your data – link added to external guidance

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1. Introduction

Information that we hold in relation to individuals is known as their 'personal data'. During your child's time with us, we will gather and use information relating to you. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left a school within the Trust. Anything that we do with an individual's personal data is known as 'processing'

Under UK data protection law, individuals have a right to be informed about how Forward As One CE MAT uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about **pupils in our schools**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Our trust, Forward As One CE MAT (Newnham Street, Bolton BL1 8QA) is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mrs. Michelle Ridsdale (see 'Contact us' below).

2. Collecting Personal Data

Personal data that we may collect, use, store, and share (when appropriate) about you and your child includes, but is not restricted to:

- Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship/marital status, relationship to child)
- Financial details such as eligibility for free school meals or other financial assistance
- Results of internal assessments and externally set tests.
- Pupil and curricular records.
- Suspension and exclusion information.
- Attendance information.
- Safeguarding and child protection information
- Behaviour information

We may also collect, use, store, and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health.
- Photographs and CCTV images captured in school.
- Characteristics, such as ethnic background, sex or sexual orientation, religious or similar beliefs or special educational needs.

We may also hold data about your child that we have received from other organisations, including other schools and social services.

2.1 Where do we get your personal data / child's data

We will obtain an amount of your personal data and your child's personal data from you, by way of information gathering exercises at appropriate times such as when your child joins a school within the Trust and when you attend a school site and are captured by any CCTV systems present on site.

We may also obtain information about you or your child from other sources. This might include information from the local authorities or other professionals or bodies, including a court.

2.2 Why do we use your personal data/child's data

Some of these things we have to do by law. Other things we do because we need to so that we can run the school. The General Data Protection Regulations (GDPR) provide a framework of Articles about the use of personal data. We have included a cross reference to the relevant Articles in the information below. We will process personal data for the following reasons:

Processing basis 1: Where we are required by law (**Article 6c**) including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To provide information to Government agencies, including the police
- To obtain relevant funding for the school
- To provide or obtain additional services including advice and/or support for your family

Processing basis 2: Where the law allows us to process the personal data as part of our functions as a Trust, or we are carrying out a task in the public interest (**Article 6e**) including:

- To confirm your identify / identity of your child
- To communicate matters relating to the school or Trust
- To safeguard your child/you/other individuals
- To enable payments to be made by you to the school or Trust
- To ensure the safety of individuals on the school site
- To aid in the prevention and detection of crime

Processing basis 3: where we otherwise have your consent (**Articles 6a**): whilst the majority of processing of personal data we hold about you/your child will not require your consent, we will inform you if your consent is required and seek that consent before processing takes place.

2.3 Why do we use special category personal data?

We may process special category personal data in relation to you/your child for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purpose of equality of opportunity and treatment, where this is in accordance with our Data protection Policy (**Article 9g UK GDPR**)
2. Where the processing is necessary in order to ensure health and safety on the school site, including making reasonable adjustments for any disabilities (**Article 9g UK GDPR**)
3. Where we otherwise have your explicit written consent (**Article 9a UK GDPR**)

There may also be circumstances where we need to use your information in relation to legal claims (**Article 9f UK GDPR**) or to protect your vital interest or those of your child and where it is not possible to seek your consent (**Article 9c UK GDPR**)

2.4 Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

3. Holding personal data

We will hold information relating to you only for as long as necessary. How long we need to keep any information will depend on the type of information. This is laid out in the Data Retention Schedule. When we no longer need to retain information, we will destroy or delete in a secure manner.

3.1 Who will we share your personal data with

We routinely share information about you/your child with:

- Local authority, in which the school sits, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes.
- The Department for Education (DfE) and/or the Education and Skills Funding Agency (ESFA), in compliance with legal obligations of the school / Trust to provide information about pupils and parents as part of statutory data collections
- Contractors, such as payment processing providers, to enable payments to be made by you to the school.
- Service providers such as catering organisations, IT services, online learning services, Arbor, NTS /MARK
- The Trust's auditors – to meet our legal obligations of having internal and external audits.
- School regulators such as Ofsted, ESFA
- Public Health and Immunisation Health Care Providers
- Law enforcement agencies
- Courts and tribunals

The DfE may share information that we are required to provide to them with other organisations. For further information please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Local authorities may share information that we are required to provide to them with other organisations. For further information about the local authority's data sharing process please visit their website.

3.2 Your rights in relation to your / your child's personal data held by us

You have the right to request access to personal data that we hold about you/your child subject to a number of exceptions. To make a request for access to your/your child's personal data. You should contact the headteacher at your child's school or the Trust Data Protection Officer: ridsdalem@fa1.uk

You also have the right, in certain circumstances, to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights
- Ask us to transfer your information to another organisation in a format that makes it easy for them to use
- Change your mind, if we have asked for your consent to use your personal data

If you wish to exercise any of these rights, you should contact the school office.

3.3 Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

3.4 National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

3.5 Transferring data internationally

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers (UK based)

Where we transfer your child's personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we must set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

4. Complaints

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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

5. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Michelle Ridsdale:
ridsdalem@fa1.uk