Partnership Learning

Partnership Learning and Its Schools

Pupil Privacy Notice

(How we use information about you)

This privacy notice explains how Partnership Learning and its schools collect, use and protect pupil information.

For the purposes of data protection law, Partnership Learning and its schools act together as joint data controllers.

1. Why Are We Giving You This Notice?

We use information about you so that we can:

- Provide education and support your learning.
- Keep you safe.
- Help you achieve your best.
- Promote fairness and equality.
- Meet our legal responsibilities.

We comply with the following legislation:

- UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Data Use and Access Act 2025.

2. What Is Personal Data?

Personal data is information that identifies you.

Processing means collecting, recording, storing, sharing, using or deleting information.

We may obtain information from:

- You.
- Your parents or carers.
- School staff.
- Previous schools.
- Local authorities.
- Health or safeguarding professionals.

3. What Information Do We Collect?

We may collect and use the following information:

- Name.
- Date of birth.
- Address and contact details.
- Unique Pupil Number (UPN).
- Attendance records.
- Assessment and attainment data.
- Behaviour records.
- Details of previous schools.
- Language(s) spoken.
- Nationality and country of birth.
- Free school meal eligibility.
- Photographs and video recordings.
- CCTV images.

4. Special Category Personal Data

Some information is more sensitive and requires additional protection. This may include:

- Racial or ethnic origin.
- Religious beliefs.
- Special Educational Needs and Disabilities (SEND) information.
- Medical and health information.
- Genetic or biometric data (where lawfully processed).
- Safeguarding information.
- Sexual orientation (where relevant and lawful).

- Dietary requirements.

5. Why Do We Use Your Information?

We use pupil information to:

- Deliver education and monitor progress.
- Provide safeguarding and pastoral care.
- Support individual needs.
- Manage attendance and behaviour.
- Meet statutory duties.
- Provide reports to parents or carers.
- Organise activities, trips and enrichment.

6. Use of Digital Systems, Analytics and AI

In line with the Data Use and Access Act 2025:

- Data use must be transparent, proportionate and necessary.
- AI and analytics tools must be used responsibly.
- Significant decisions are not made solely by automated systems.
- Appropriate human oversight is maintained.
- Third-party providers must meet strict security and compliance standards.

7. Lawful Basis for Processing

We process pupil data under one or more of the following lawful bases:

- Legal obligation.
- Public task (providing education and safeguarding).
- Vital interests (protecting health and safety).
- Consent (where required).

8. Who We Share Information With

We may share pupil information with:

- Schools within Partnership Learning.
- Local Authorities.

- Department for Education (DfE).
- Education and Skills Funding Agency (ESFA).
- Ofsted.
- Safeguarding partners.
- NHS services.
- Examination boards.
- Approved contractors.
- Other schools when a pupil transfers.

9. How Long We Keep Information

We retain pupil information only for as long as necessary. Retention periods follow legal requirements and the Information and Records Management Society (IRMS) Schools Retention Schedule.

10. Keeping Information Safe

We protect pupil information by:

- Using secure IT systems.
- Restricting access to authorised staff.
- Encrypting sensitive data where appropriate.
- Securing paper records.
- Training staff in data protection.
- Operating Trust-wide data protection policies and procedures.

11. Your Rights

You have the right to:

- Access the information we hold about you.
- Request correction of inaccurate information.
- Object to certain processing.
- Request restriction of processing in certain cases.
- Not be subject to solely automated significant decisions.
- Make a complaint.
- Seek compensation in certain circumstances.

12. Helping Pupils Understand

Partnership Learning and its schools will support pupils to understand how their data is used. This may include assemblies, tutor sessions or curriculum activities about data protection and online safety.

13. Concerns or Complaints

If you have concerns about how your information is used, please raise this in the first instance using the dedicated complaints form available on the Partnership Learning website.

Alternatively, you may contact:

- Partnership Learning Data Protection Officer (DPO)
- Email: dpo@partnershiplearning.com

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO):

- Website: https://ico.org.uk
- Telephone: 0303 123 1113