Data Protection Policy 2026

Privacy Notice for Pupils and Parents/Carers [Appendix S]

Date:	01.08.2026
Review:	To be reviewed in line with Data Protection policy or sooner if legislation or DFE guidance should change
	This document should be used in conjunction with the Trust Data Protection Policy [2026]

Shaw Education Trust

Opening doors to the world through the power of learning

Privacy Notice for Pupils and Parents/Carers

Academic Year 2026-2027

1. Introduction

Shaw Education Trust ("the Trust") is committed to protecting the privacy and security of personal information. This Privacy Notice explains:

- What personal information we collect.
- Why we collect and use it.
- How we protect it.
- Who we share it with.
- How long we keep it.
- Your rights under UK data protection legislation.

Shaw Education Trust is the Data Controller for the personal information processed by its academies and central services unless otherwise stated.

2. Contact Details

The Data Controller is:

Shaw Education Trust,
Kidsgrove Secondary School,
Gloucester Road,
Kidsgrove,
Staffordshire.
ST7 4DL

If you have a question about how personal information is used or would like to exercise your information rights, please contact your schools Data Protection Lead in the first instance. They will be able to assist with most enquiries and, where appropriate, liaise with the Trust's Data Protection Officer.

Individuals may also contact the Trust's Data Protection Officer by emailing a request into info@shaw-education.org.uk

3. What Information Do We Collect?

We collect and process a range of information about pupils and, where relevant, parents and carers. This may include:

Personal Information	Pupil Characteristics
• Name • Date of birth • Gender • Address • Contact details • Unique Pupil Number (UPN) • Parent and emergency contacts	• Ethnicity • Nationality • Country of birth • Language information • Free School Meal eligibility • Pupil Premium eligibility

• Parent National Insurance numbers (for FSM eligibility checking) • Unique Learner Number 14+years)	
Educational Records • Attendance records • Assessment results • Progress information • Behaviour records • Exclusion information • Examination entries and results	**SEND Information** • Special Educational Needs records • Education, Health and Care Plans (EHCPs) • Specialist assessments • SEND provision information
Safeguarding and Welfare Information • Pastoral information • Child protection records • Welfare concerns • Professional involvement and referrals	**Medical Information** • Medical conditions • Allergies • Dietary requirements • Medication records • Healthcare plans
Digital Services and Security Records • User account information • Educational platform usage • Device and network access records • CCTV images where applicable	**Images and Media** • Photographs • Video recordings • Identification images
Biometric Information Where an academy operates biometric systems, such as cashless catering, biometric information may be processed subject to appropriate legal safeguards, parental notification and pupil rights. Alternative arrangements will always be available for pupils who do not participate.	
Nursery Provision Where an academy provides nursery provision, in addition, these academies may process, early years funding information, development checks, and early years assessments.	
Sixth Form / Post 16 Where an academy provides post 16 provision, in addition, these academies may process, youth support, careers advice, UCAS data, and post 16 funding data.	

4. Why We Collect and Use Information

We collect and use personal information to:

- Support teaching and learning.
- Monitor educational progress and attainment.
- Provide pastoral care and wellbeing support.
- Safeguard pupils.
- Manage attendance.
- Administer admissions and appeals.
- Meet legal and regulatory requirements.
- Maintain site security and pupil safety.
- Operate educational technology systems.
- Respond to complaints, concerns and investigations.

- Support SEND provision.
- Communicate with parents and carers.
- Organise educational visits and enrichment activities.
- Manage legal and insurance matters where required.
- Manage examinations and qualifications.

5. What Law Allows Us to Use This Information?

Under UK GDPR and the Data Protection Act 2018, we process personal information using one or more of the following lawful bases: Legal Obligation, Vital Interests, Public Task, or Consent, where appropriate. Where special category information is processed, such as health, safeguarding, SEND or ethnicity information, we apply an additional lawful condition permitted under data protection legislation.

The Trust has access to specialist DPO support services and will seek advice and guidance as necessary.

6. Artificial Intelligence (AI) and Educational Technology

The Trust uses a range of approved educational technology platforms and digital systems to support education, safeguarding, communication and administration. The Trust may also use approved artificial intelligence (AI) tools where appropriate.

Before new AI or educational technology systems are introduced, the Trust undertakes data protection and information governance assessments to ensure information is used safely and lawfully. AI systems will not make significant decisions about pupils without meaningful human review and oversight. Personal data must not be processed through unapproved AI systems.

7. CCTV

Many Trust academies operate CCTV systems to:

- Protect pupils, staff and visitors.
- Safeguard individuals.
- Prevent and detect crime.
- Protect Trust property.

CCTV is used lawfully, proportionately and securely. Further information can be found within the Trust CCTV Policy.

8. How Long Do We Keep Information?

The Trust retains information in accordance with its Data Retention Schedule.
Most pupil educational records are retained until the pupil reaches approximately 25 years of age, although some information may be retained for shorter or longer periods depending upon legal, safeguarding or operational requirements.
Information is securely deleted, anonymised or archived when no longer required.

9. Who Do We Share Information With?

Where lawful and necessary, we may share information with:

- Parents and carers.
- Schools and colleges attended after leaving us.
- Local Authorities.
- The Department for Education (DfE).
- Examination and awarding bodies.
- Children's Services.
- Health professionals.
- Educational psychologists.
- Education Welfare Services.
- Police and law enforcement agencies.
- Courts and tribunals.
- Approved software and cloud service providers.
- Professional advisers, legal representatives and insurers.
- Shaw Education Trust central teams that support academy operations.

We only share the minimum personal information necessary for the purpose concerned.

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10. Why We Share Information

We do not share pupil information without a lawful basis. We are required by law to provide certain information to organisations such as the Department for Education and Local Authorities. These statutory data collections support School funding, educational policy, School accountability, and National research and statistics.

Further information regarding school data collections can be found on the GOV.UK website.

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11. The National Pupil Database

The National Pupil Database (NPD) is owned and managed by the Department for Education. It contains information about pupils in schools in England and is used for:

- Educational research.
- Statistical analysis.
- Policy development.
- School improvement.

The Trust is legally required to provide information to the DfE through statutory collections such as the School Census. Some of this information is stored within the NPD. The DfE may share NPD information with organisations carrying out approved research, analysis and statistical work under strict controls. Further information is available from the Department for Education.

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12. Additional Information for Pupils Aged 13+

For pupils aged 13 and above, information may be shared with Local Authorities and youth support services where required by legislation to support education, training and careers services.

Parents may request that only a limited set of information is shared before the pupil reaches the age at which those rights transfer to them.

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13. Your Information Rights

Under UK GDPR, pupils and parents may have rights to:

- Access personal information.
- Correct inaccurate information.
- Restrict processing.
- Object to processing.
- Erase information in certain circumstances.
- Data portability where applicable.
- Withdraw consent where consent has been relied upon.
- Challenge decisions based solely on automated processing.

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14. Subject Access Requests

Individuals may request access to personal information held by the Trust through a Subject Access Request (SAR).

For secondary-aged pupils aged 13+ years, the Trust will normally consider whether a pupil has sufficient maturity to exercise their own information rights. This assessment is made on a case-by-case basis.

For further information or raise a request, pupils or parents should contact the school Data Protection Lead who can provide information regarding the process. The Trust will normally respond within one calendar month.

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15. Complaints

If you have concerns about how your personal information is being used, please contact your schools Data Protection Lead in the first instance. If you feel the support, you have been given has been unsatisfactory you may escalate your concerns for the attention of the Data Protection Officer at The Trust.

You also have the right to complain to the Information Commissioners Officer (ICO).

Further information can be found via the ICO website.

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16. Review

This document will be reviewed ongoing in line with any national changes to legislation and, as a minimum, on an annual basis.



Working together to inspire communities where every school is valued, every voice matters and every learner thrives.

Shaw Education Trust

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Call: 01782 948259
Visit: shaw-education.org.uk
LinkedIn: @ShawEducationTrust