



# UK GDPR PRIVACY NOTICE FOR PUPILS

THIS NOTICE APPLIES TO ALL PUPILS OF HEARTWOOD LEARNING TRUST (HLT)  
AND ITS SCHOOLS/ACADEMIES

Document Management	
Updated Policy Approved	June 2025
Next Review Date	June 2027
Version	2.0
Approving Committee	Chief Operating Officer (COO)

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## Policy Updates

Date	Page	Policy Updates
June 2025	Whole document	Re-formatting and re-write to ensure the privacy notice is compliant with data protection legislation and reflective of the Trust's vision and values

## Introduction

Heartwood Learning Trust is an inclusive and collaborative Church of England multi-academy trust serving church, community and alternative provision schools. This policy is guided by our Christian ethos and the visions of our Trust and its schools/academies. We share a clear vision – to create schools where children and young people thrive, as we help them prepare to live life in all its fullness (John 10:10).

For us, a place to thrive means much more than a place simply to be comfortable. Instead, our aim is to develop schools and an educational offer which enable each pupil to flourish academically, practically, emotionally, socially and spiritually.

## What is a Privacy Notice?

There is a law that keeps your information safe – things like your name, address and date of birth. Heartwood Learning Trust and other people collect and use information for all kinds of reasons, and the law tells us exactly what we are allowed to do with information that is about you.

We collect some information about our pupils, like you. It's our job to tell you how we collect the information, how we record it and how we use it. We have written this privacy notice to help you understand how we keep your information safe.

In this privacy notice, you will notice different names or terms that you may not be familiar with. Please look at the table below which might help you understand what these terms mean:

Term	What this means
Data controller	This is a person or organisation who is in charge of looking after information they have collected about you
Data processor	This is a person or organisation who we ask to use your information for us
Data protection officer (DPO)	This is someone who has to make sure we do everything the law asks us to, and is in charge of the information we have about you
Personal data	This means any information that can be used to identify you (to make you recognisable), such as your address and date of birth
Special category data	This is personal data that needs to be protected really well because it is more sensitive
Process	This means someone is doing something with your information, including collecting it, using it for a specific purpose, keeping it safe or sharing it

We will only process your personal data as we are allowed to by law to allow us to keep you and your data safe. Sometimes the Trust or your school/academy has to give your information to other people, such as the government, but we will only give away your information when you say it is okay or when we have to. When we give your personal data to someone else, they must look after it and keep it safe as we do.

## 1. What types of information do we process?

The categories of personal data that we process include the following:

Type of Information	What this means
<b>Personal identifiers</b>	This is information which could identify you (e.g. name, pupil number, date of birth, address and telephone number)*
<b>Special category data</b>	This is information which is more sensitive and needs to be protected (e.g. gender, age, ethnicity, and where appropriate, medical information)
<b>Attainment Data</b>	This is information on how you are doing at school and your grades (e.g. assessments, phonics and national curriculum exam results)
<b>Characteristics</b>	This is information which can help us to support your family (e.g. Free School Meal (FSM) eligibility, English as an Additional Language (EAL), Child in Care status)
<b>Attendance Data</b>	This is information about when you have been at school or have needed to stay at home (e.g. sessions attended, reason and number of absences)
<b>Behaviour Records</b>	This is information about whether you have been told off for doing something wrong at school (e.g. suspensions, exclusions, detentions, alternative provision put in place)
<b>Safeguarding information</b>	This is information we collect to make sure you feel safe and welcome (e.g. internet usage monitoring, court orders, support and referrals)
<b>Special Educational Needs and Disabilities Information</b>	This is information about whether you have any additional needs that we can support you with
<b>Photography and Videos</b>	This is information we collect so that your teachers can get to know you better and recognise you more easily (where consent is received/for monitoring purposes only)
<b>Biometric data</b>	This is information we collect so that you can access meals at school (e.g. thumbprints used for cashless catering, where applicable)
<b>Next of kin (NOK) details*</b>	This is information about your parent/carer so we know who to contact if you are not feeling well or if something happens at school

*\*It is the responsibility of the pupil's parent/carer to inform the school/academy/Trust immediately of any changes in personal information to ensure their pupil file is updated.*

## 2. Why do we collect and use your personal data?

We collect and use your personal data for the following purposes:

- To make sure we are doing what the law asks us to do
- To make sure your health and safety is protected and make any adjustments you may need
- To support your learning and development
- To provide you with safeguarding and pastoral care, when required
- To keep you safe

## 3. What is our lawful basis for processing your personal data?

We will only collect information about you when we have a good reason to do so. There is a law in the UK called the **General Data Protection Regulation (UK GDPR)** which means we have to be clear about how we are processing your personal data in ways that are allowed within the law.

‘Lawful basis’ is how we describe why we are allowed to collect and use your personal data.

Our lawful bases for processing your personal data are:

- **Legal obligation** (to make sure we are meeting our duties and keeping you safe)
- **Public task** (to make sure we are able to provide you with your education)
- **Consent** (where you and your family say it’s okay for us to use your information)

Some of the information about you is classed as special category data (more sensitive information which requires a higher level of protection).

Our lawful bases for processing your special category data are:

- **Reasons of substantial public interest** (to ensure we can keep you safe and that you won’t be treated unfairly)

## 4. How do we collect your personal information?

Collecting and using your information is really important to make sure your school/academy can do their job properly. We normally receive information directly from you and your family, but we also receive information from other people or organisations (we call these ‘third parties’).

Most of the information we collect about you is compulsory, but some of it is requested on a voluntary basis and you have a choice about whether you want us to know that information. We will make sure you know whether you are required to provide certain information to us or if you have a choice.

Data we collect from you directly:

- Records of communications
- Pastoral and safeguarding meetings/sessions

We also collect data from third parties:

- Information sent from your previous school (where applicable)

- Local Authority
- Other agencies (e.g. Police, Health Services)

## 5. How do we store your information?

We keep your personal data in the Trust's Google Drive and on other systems we use to manage our data or record safeguarding information. Physical documentation may be stored in locked filing cabinets which only a few adults are able to access.

## 6. How long do we keep your personal data for?

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete it. You can ask us for these details if you want to. We also have rules in place to make sure we keep your information safe.

We have a set of rules about how long we keep information for which is included in our [Data Protection \(UK GDPR\) Policy](#) and our Data Retention Schedule. We make sure that we check these regularly to check that we are still doing everything the law tells us to.

## 7. Who do we share your information with, and why?

We do not share information about you without your parents/carers' consent or unless the law requires us to do so. We may share your personal data with:

- **Future education providers** - that you are enrolled at after leaving the school/academy
- **Local Authority** (applicable to the school/academy and pupils home address)– to share safeguarding and attendance information
- **Ofsted** - to allow them to inspect the school/academy and make sure we are doing things properly
- **Department for Education (DfE)** – we have to share some pieces of information as this is the law
- **Survey Suppliers** - to improve teaching and learning based on your feedback
- **Health and social welfare organisations** - where required to provide you with the best support
- **Police forces, courts, tribunals** - as required by law to keep you safe
- **Careers Advisors** - to allow you to better prepare for your future

## 8. What are your rights regarding your personal data?

You have specific rights in relation to the processing of your personal data:

- To be told about how we use your information
- To ask to see the information we hold about you\*
- To ask us to change any information we hold about you that you think is wrong
- To ask us to remove information when it is not needed any more
- To ask us to only use your information for certain things
- To tell us that you don't want us to use your information
- To ask us not to use your information for marketing purposes

- To ask us not to let your information be used for scientific, research or statistical purposes

\*If you would like to ask to see what personal data we hold about you, either yourself or your parent/carer can email us ([dpo@hlt.academy](mailto:dpo@hlt.academy)) and we will follow the rules in our [Subject Access Request Policy](#) to help us to give you this information, where possible.

#### **How to withdraw consent (permission)**

If you have given us permission to process some of your personal data and have since changed your mind about this, you have the right to take back your consent at any time. You can contact the **Data Protection Officer (DPO)** via the below contact details to let us know you are no longer happy for us to use certain information.

### **9. How can you find out more information?**

Heartwood Learning Trust has decided that the **Chief Operating Officer** is the best person to act as our **Data Protection Officer**. The **DPO** has to make sure we are doing everything we can to protect your personal data as the law tells us to.

If you would like to talk to anyone about your personal data and how this is used, please contact us via email ([dpo@hlt.academy](mailto:dpo@hlt.academy)) or telephone (01904 560053) and we will answer any questions you might have. If you would prefer to write down your questions or concerns you can send a letter to: FAO Data Protection Officer (DPO), Heartwood Learning Trust, Rawcliffe Drive, York, YO30 6ZS.

If you would like to know more about how the DfE uses your information, please contact them directly via their [website](#).

### **10. How can you raise a concern?**

If you are concerned about the way we are collecting or using your personal data, please raise your concern(s) with the Trust's **DPO**.

If you would like to make a complaint, please follow the instructions in our [Complaints Policy and Procedure](#).

If you are unhappy about the way your concerns have been dealt with, or do not believe we are protecting your personal data properly, you can seek advice from the **Information Commissioner's Office (ICO)** via: <https://ico.org.uk/concerns/>.

### **11. Monitoring and Review**

We may make changes to this privacy notice at any time. We will notify you of changes to the way we process your personal data (anything that will affect you).

You will be made aware of this Privacy Notice when you join the school/academy. This privacy notice is also available on our website for anyone to view as required (<https://hlt.academy/key-information/policies>).



The Trust's **Deputy DPO** will regularly review this privacy notice to make sure it is accurate and that we are acting as the law tells us to. The Trust's **Deputy DPO** will update this privacy notice if we change how we collect and process your data.

This privacy notice will be reviewed every two years and approved by the **Chief Operating Officer**. The next scheduled review of this privacy notice can be found on the cover page of this document.