

'They will soar on wings like eagles ...'
Isaiah 40:31

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Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for Parents and Carers

Use of your child's personal data

Date adopted by Trust Board: 23/05/2018

Date of Review: March 2026

Date of next Review: March 2028

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This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about pupils attending our schools.

Under UK data protection law (UK GDPR and the Data Protection Act 2018) individuals have the right to be informed about how their personal data is used.

This notice explains how we process personal data about pupils and how parents and carers can access and manage that information.

1. Who We Are

Aquila, The Diocese of Canterbury Academies Trust is the data controller for personal information processed by schools within the Trust.

The Trust is registered with the Information Commissioner's Office (ICO) as a data controller.

Aquila, The Diocese of Canterbury Academies Trust
Suites 19 & 20 Motis Business Centre
Cheriton High Street
Folkestone
Kent CT19 4QJ

The Trust has appointed a Data Protection Officer (DPO) who oversees compliance with data protection legislation.

Data Protection Officer

Tracey Howard

Email: DPO@aquilatrust.co.uk

Telephone: 01303 905103

Individual schools within the Trust also have a Data Protection Representative who manages day-to-day data protection matters locally.

2. The Personal Data We Hold

We collect and hold personal information about pupils in order to support their education and wellbeing.

Personal data may include:

Personal details

- Name
- Date of birth
- Address
- Unique pupil number (UPN)

Educational information

- Assessment results
- Curriculum records
- Behaviour information
- Exclusion information

Characteristics

- Ethnicity
- Language
- Eligibility for free school meals
- Special educational needs (SEND)

Attendance information

- Sessions attended
- Absences and absence reasons

Safeguarding information

- Welfare concerns

- Child protection records where necessary

Medical information

- Health conditions
- Allergies
- Medication requirements

Support information

- Individual education plans
- Care plans
- Support from external professionals

Images and recordings

- Photographs for school identification or publicity (with consent)
- CCTV images captured on school premises.

3. Why We Use This Data

We use pupil personal data in order to:

- Support teaching and learning
- Monitor and report on pupil progress
- Provide pastoral care and safeguarding support
- Assess the quality of education and services
- Manage admissions and waiting lists
- Administer school activities and services
- Carry out research and surveys
- Comply with legal and statutory obligations
- Protect the welfare of pupils and staff

Marketing and Communications

Where consent has been given, we may send communications about school events, activities or opportunities.

You can withdraw consent at any time by contacting the school.

Automated Decision-Making

We do not use automated decision-making or profiling that significantly affects pupils.

If this changes, we will update this privacy notice.

4. Our Lawful Basis for Using This Data

Under UK data protection law, we process pupil personal data under the following lawful bases:

- Legal obligation – to comply with education legislation
- Public task – to provide education and safeguard children
- Consent – where required for certain activities such as photography

Relevant legislation includes:

- Education Act 1996
- Children Act 1989
- Education and Skills Act 2008
- Education (Information About Individual Pupils) (England) Regulations 2013

Special Category Data

Where we process more sensitive information (such as health data or ethnicity), we do so under additional conditions including:

- safeguarding of children
- substantial public interest
- provision of education and social care services

5. Collecting This Data

Most pupil data is collected directly from parents, carers, or pupils when they join the school.

We may also receive information from:

- previous schools or nurseries
- local authorities
- the Department for Education (DfE)
- health professionals
- social care services
- police forces, courts or tribunals where necessary.

Some information must be provided to allow schools to fulfil their legal responsibilities.

6. How We Store This Data

We store pupil information securely in accordance with the Aquila Data Retention Policy.

Personal data is usually retained while a pupil attends a Trust school and for a period afterwards, in line with national records management guidance.

We take appropriate security measures to prevent personal data from being:

- lost
- accessed without authorisation
- altered or disclosed improperly

When data is no longer required, it is securely deleted or destroyed.

7. Who We Share Data With

We do not share personal data about pupils unless the law allows us to do so or it is necessary to support a child's education or welfare.

We may share information with:

Local authorities

Including Kent County Council, to meet statutory duties relating to education, safeguarding and funding.

The Department for Education (DfE)

Schools are required to share certain information with the DfE through statutory data collections.

Other education providers

Including:

- schools a pupil moves to
- examination boards
- education support services

Regulators

Including Ofsted during inspections.

Health and safeguarding partners

Such as:

- NHS services
- school nurses
- social care services
- safeguarding partners

Service providers

Companies providing services to the Trust including:

- Management Information Systems
- IT and cloud services
- educational platforms
- catering providers
- payment systems

- communications systems

These organisations process personal data on our behalf under strict contractual agreements.

National Pupil Database

The Department for Education collects information about pupils through statutory data collections such as the school census.

Some of this information is stored in the National Pupil Database (NPD), which is used to support research and education policy.

The DfE may share data from the NPD with organisations conducting approved research into education and children's wellbeing.

More information is available at:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

International Data Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK data protection law.

8. Your Rights

Under UK data protection law you have rights including:

- The right to be informed about how personal data is used
- The right to access personal data (Subject Access Request)
- The right to request correction of inaccurate data
- The right to request deletion in certain circumstances
- The right to restrict processing
- The right to object to processing
- The right to withdraw consent where applicable
- The right to complain to the Information Commissioner's Office

Parents may exercise these rights on behalf of their child where appropriate.

9. Complaints

If you have concerns about how personal information is handled, please contact the Trust's Data Protection Officer.

You can also contact the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns>

Telephone: 0303 123 1113

10. Contact Us

If you have any questions about this privacy notice or how personal data is processed, please contact:

Tracey Howard

DPO@aquilatrust.co.uk

You may also contact your child's school office for local data protection enquiries.