

GDPR privacy notice for pupils and their families

Introduction

This privacy notice covers students and their families at the following Academies:

- Alkborough Primary
- Burton upon Stather
- Coritani
- Epworth Primary
- Kirton Lindsey Primary
- South Axholme

To fulfil our obligations and provide education and associated services, we must collect, use and store certain information about pupils and their families. This notice explains how Isle Education Trust (IET) collects, uses, processes and protects this information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

Controller's contact details

Isle Education Trust (IET) is the data controller, and they are responsible for any personal data that is provided. This means that they determine the purposes for, and the manner in which, any personal data relating to you is to be processed.

There are many ways you can contact us, including by phone, email and post. Our websites provide further details.

Data Protection Officer's contact details

The Data Protection Officer (DPO) for the Trust is the CF&OO and can be contacted at GDPR@isleeducationtrust-iet.co.uk or via our postal address.

Isle Education Trust
Staynor House
Newborn Court
Epworth
DN9 1HQ

Please mark the envelope "Data Protection Officer".

Which data is collected?

We collect pupil information via registration forms, secure transfer (CTF), or file sharing with previous schools. Some data is mandatory; some is optional. We will always tell you which is required.

Categories of data we collect, hold and share include:

Personal and educational data

- Names, addresses, pupil numbers
- Characteristics such as ethnicity, language, nationality
- Attendance data (including reasons)

- Assessment results
- SEND information
- Behavioural information (e.g., exclusions)
- Safeguarding information where relevant
- Trip and visit information (e.g., passport numbers)
- Medical information (allergies, health conditions)
- Parental / carer contact details
- Meal and dietary information

Identity and security data

- CCTV images
- Photographs for records management, safeguarding and administration
- Biometric data (where used — see section below)

Biometric data

Some IET schools operate biometric systems for lunch or access.

Under the **Protection of Freedoms Act 2012**, biometric data:

- **Requires parental consent**, or the consent of the pupil if they are 18+
- Must have a **reasonable alternative method** if consent is refused
- Can be withdrawn at any time

Information we may receive from other organisations

- Previous schools
- Local authorities
- Department for Education
- NHS services
- Education or safeguarding partners

Why do we collect and use your information?

IET collects and uses pupil and family data under the following laws:

- UK GDPR – Article 6 & Article 9
- DPA 2018
- Education Act 1996
- Education (Information About Individual Pupils) (England) Regulations 2013
- Children Act 1989
- Protection of Freedoms Act 2012 (biometrics)

Lawful bases for processing (UK GDPR)

Article 6

- 6(1)(c) Legal obligation – education law, DfE data collections, safeguarding
- 6(1)(e) Public task – providing education and performing official duties
- 6(1)(a) Consent – only used for optional activities (e.g. photos for marketing, biometric systems, some trips)

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Reviewed: January 2026

Next Review: January 2027

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Article 9 (special category data)

- 9(2)(g) Substantial public interest (safeguarding, SEND)
- 9(2)(h) Health and social care
- 9(2)(a) Explicit consent (e.g., some medical or marketing uses)

We use the data to:

- Admit pupils to the academy
- Support teaching, learning and pastoral care
- Monitor attainment and progress
- Safeguard pupils (including medical and emergency contact information)
- Assess quality of services
- Meet statutory duties (DfE, LA, census)
- Track destinations and alumni
- Provide meals, trips, clubs and enrichment
- Contact parents/carers
- Operate biometric systems where applicable
- Celebrate pupil achievements (subject to consent for marketing uses)

How long is your data stored for?

We follow IET's **Data Retention Policy**, which is aligned with the **Information and Records Management Society (IRMS) Toolkit (updated 2023)**.

We retain different categories of data for varying periods based on:

- Legal requirements
- Safeguarding needs
- Statutory reporting
- Educational requirements

When data is no longer needed, it is securely destroyed.

The current version of our retention schedule is available on our website:

<https://isleeducationtrust.co.uk/IET/information/policies.php>

Will my information be shared?

We share data where the law requires or permits us to do so.

This includes:

- Department for Education (DfE)
- Local authorities
- NHS / health services
- Safeguarding agencies
- Ofsted
- Police, courts, tribunals
- Education and examining bodies
- Next schools / FE providers

Privacy Notice – Pupils and Families

Reviewed: January 2026

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- Service providers that deliver systems such as: MIS, communications, safeguarding systems, cloud storage, payment systems etc.

All data processors acting on our behalf:

- Are under contract
- Cannot use the data for their own purposes
- Must keep it secure
- Must delete it when instructed

International transfers

Some digital services may store data outside the UK.

Where this occurs, we only allow transfers that comply with UK GDPR, using:

- UK adequacy regulations, or
- International Data Transfer Agreements (IDTAs), or
- Standard Contractual Clauses (SCCs) with required safeguards

We do not share data for direct marketing.

Trainee teachers

Trainee teachers may access pupil information for educational purposes only. They sign confidentiality agreements and must not include identifiable data in coursework unless consent is obtained.

Youth support services

Pupils aged 13+

Under **Section 507B Education Act 1996**, we must share contact and limited educational data with the LA or youth support services to support pupils aged 13–19.

Parents may request that only name, address and date of birth are shared until the child reaches 16.

Requests: datateam@southaxholme-iet.co.uk

Pupils aged 16+

We share information with youth support services, education providers and careers advisers to help deliver statutory duties.

Data shared may include:

- Name
- Date of birth
- Address
- Progress reports
- SEND information

Department for Education

We must provide pupil data for statutory collections such as the school census and NPD, under the **Education (Information About Individual Pupils) (England) Regulations 2013**.

Data is stored securely by DfE under the Government Security Framework.

Local Authorities

We may share data with local authorities to support statutory duties such as:

- School admissions

Privacy Notice – Pupils and Families

Reviewed: January 2026

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- Fair Access Panels
- Safeguarding

Your data protection rights

Under UK GDPR, pupils (where appropriate) and families have the right to:

- **Be informed**
- **Access** their personal data
- **Rectification** of inaccurate data
- **Erasure** (where applicable — not where processing is a legal obligation or public task)
- **Restriction** of processing
- **Data portability** (applies only in limited circumstances and does not usually apply to school records held under legal obligation or public task)
- **Object** to processing based on public task or legitimate interests
- **Withdraw consent** at any time where processing relies on consent

We will respond to rights requests within **one month**.

Requests: GDPR@isleeducationtrust-iet.co.uk

T: 01427 433013

Visitors to our website

Our websites use cookies.

You will be notified of this on first visit. Cookies are used only for functionality and analytics and do not identify individuals.

Links to other websites

External websites have their own privacy notices. IET is not responsible for their content.

Your right to complain

If you have a concern, please contact the Trust first.

You also have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk

T: 0303 123 1113

Changes to this Privacy Notice

We keep this notice under regular review.

Any major changes will be communicated before new processing begins.

How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website, the Gov.UK website, or download our Data Protection Policy and Information Retention Policy.