Privacy Notice for Pupils

FROM NOVEMBER 2026

Aquinas Church of England Education Trust

Policy control			
Title	Privacy Notice for Pupils		
Responsibility	Data Protection Officer		
Review body	Chief Executive Officer		
Suite	Data Protection		
Approval date	November 2026		
Review date	November 2028		
Version	V3		
Version	**Date**	**Author**	**Note of revisions**
V1	03/09/24	MCA	Placed in new house style using the school bus template
V2	30/04/26	MCA	Updated to reflect The Data (Access and Use) Act 2025
V3	18/11/26	MCA	Updated to reflect teaching and learning applications and platforms

Privacy notice for Pupils

This privacy notice is for pupils registered at **Rye College** (the Academy) part of **AQUINAS Church of England Education Trust** (the Trust).

There is a law that keeps your information safe – things like your address, date of birth and phone number. The Trust, the Academy and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to 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.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- Data controller: This person (or group of people, like the Trust or the Academy) is in charge of the information we collect.
- Data processor: This person processes information for us.
- Data protection officer (DPO): This person makes sure we do everything the law says. The Trust's DPO is Mary Capon. The Academy's data protection lead is **Sally Hill.**
- Personal data: This means any information that can be used to identify you, such as your address and date of birth.
- Special category data: This is personal data that needs more protection because it is sensitive.

Who looks after your information?

The Trust is the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes the Trust or the Academy must give your information to other people, such as the government, but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

What information do we collect and use?

The categories of information that the Academy collects and uses include the following:

- Personal information that can identify you – this includes information like your name, contact details and address
- Parent details (such as name, address, telephone number, email, relationship to pupil, occupation (optional), marital status, court orders in place etc)
- Emergency contact details;
- Characteristics – this includes information like what language you speak and your ethnicity
- Admission information (such as application, supplemental information form and registration paperwork)
- Pupil record from previous setting

- Medical Information (such as medical condition, medication, dietary requirements in relation to a medical condition or religious belief, internal healthcare plans, doctor's details and hospital details);
- Safeguarding and other pupil welfare information – this includes important information that helps us to keep you safe from harm
- Special educational needs and disabilities – this includes information about any additional needs you have that we need to support you with
- Medical information – this includes information about your health and any medical conditions you have that we need to know about to keep you safe
- Attendance information – this includes information about your attendance at the Academy, how many times you have missed school, and why you could not come to school
- Your assessment information – this includes information about any tests you take at the Academy
- Behavioural information – this includes information about any time you have been excluded from the Academy and why
- Educational information (such as exam access arrangements, examination results, school books, school work, internal assessments using systems which are reviewed by teachers, internal educational tracking data, pupil premium eligibility and free school meals eligibility);
- School Report
- Correspondence relating to the pupil with parents and external agencies.
- Photographs taken for our information management system which are held on the personal file and on the Academy's information management system and to support the pupils' learning;
- CCTV footage.
- Post 16 learning information (such as UCAS, apprenticeships or job applications, references).

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support your learning
- To monitor and report on your progress
- To provide appropriate support
- To assess the quality of our service
- To comply with the law
- To keep you safe

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data under Article 6 of the UK GDPR. Here are the reasons we collect your information:

- To comply with our legal obligations
- To protect you
- To carry out our obligations as an educational establishment

Where none of the above apply but we wish to collect personal data about you, we will ask for your consent.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- Consent
- To protect you
- Substantial public interest

How do we collect your information?

These are the ways we collect your information:

- Academy registration forms
- Information sent from your old school (sometimes called a common transfer file)
- From your parents or guardians or other professionals.
- From you
- From our educational activities

Collecting and using your information is important to make sure the Academy can run properly. You must give us most of the information we need, but there is some information that you can choose whether to give it to us. We will let you know when we collect your information whether you need to provide the information to us or if you have a choice.

How long will we keep your information and how do we keep it safe?

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 keep your personal data safe by ensuring hard copies are locked away and electronic information is held securely.

Will your information be shared?

We normally share your information with:

- The local authority (LA) – this is the local government who helps the Academy
- The Department for Education (DfE) – this is the part of the government in charge of education
- Schools that you go to after leaving us
- Youth support services
- Individuals who are responsible for running the Aquinas Trust and the Academy
- Exam boards.
- Clubs run by external providers.
- Online learning platforms and applications to support the Academy's provision of education. The use of any such platforms and applications may include the use of artificial intelligence. These will have been assessed as suitable by the Trust through analyse via a Data Protection Impact Assessment. Additionally, the use of AI will be in compliance with the Trust's Safe Use of AI Policy

- Catering providers.
- School Payment System Providers.
- The provider systems for analysing and amalgamating data from across the Trust

Occasionally we may also share information with:

- External education providers
- Careers services;
- the Police and law enforcement agencies;
- Health professionals.
- Attendance officers and Education Welfare Officers;
- Courts, if ordered to do so;
- Admission or exclusion panels
- Social Care and other external agencies;
- Other schools
- the Rochester Diocesan Board of Education for the purposes of receiving educational support];
- our legal advisors;
- the Risk Protection Arrangement;
- **th**e school counsellor.

Why do we share your information?

We do not share your information with anyone without your permission, unless the law and our rules say we can or should.

Youth support services

Once you reach the age of 13, we may pass your information to the LA and/or the organisation who helps us to deliver youth support services because they have responsibilities in relation to the education or training of 13- to 19-year-olds.

We share this information with them to make sure they can provide the following services:

- Youth support services
- Careers advisers
- Post-16 education and training providers

We will only share your name, address and date of birth, but if your parents or the person who looks after you gives their permission, we may share other relevant information. When you turn 16, it is up to you whether you want to share this information.

We make sure your information is shared with the youth support services safely. The youth support services keep this information in line with their own rules.

Department for Education (DfE)

The Academy needs to share certain information with the DfE to make sure we meet certain laws, including Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. If you have a question about what these laws mean, you can ask name of staff member.

All information we share with the DfE is given to them safely and kept by the DfE under strict safety rules.

How does the government use your information?

The pupil information that we need to share with the DfE:

- Makes sure the Academy can get the money it is entitled to.
- Helps the government to create rules for academies.
- Helps the government to research future rules that may need to be put in place for academies.

To find out more about why we need to give the DfE your information, follow this link: https://www.gov.uk/education/data-collection-and-censuses-for-Academys.

The National Pupil Database (NPD)

A lot of the data you give to us goes on to be stored on the NPD. This database is looked after by the DfE and has information about pupils in academies in England.
You can find out more about the NPD by following this link:
https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts.

Sharing by the DfE

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- Academies
- LAs
- Researchers
- Organisations that support your wellbeing
- Other parts of the government
- People that fight crime

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data
- https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the DfE holds about you

You are legally allowed to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it uses your personal information.
- What information it holds about you.
- Why your information is held and who it might be shared with.
- For a copy of your personal data and any details of its source.

You can find out more about this by following this link:
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

You can also contact the DfE directly using its online contact form by following this link:
https://www.gov.uk/contact-dfe

What are your rights?
You and your parents or legal guardians have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

If you want to request for us to give you a copy of the information we hold about you, or if you want access to the information that we hold, you can contact **Sally Hill** at the Academy and they will be able to help you.

You also have the right not to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to **Sally Hill** at the Academy, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the Academy, you can contact the Trust's Data Protection Officer on 2023949 7000 or people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat which can be accessed through this link: https://ico.org.uk/global/contact-us/live-chat

Would you like to know more?
If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit our website Academy website link.

Will you need to read this again?
Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

Four important things to understand
Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.

- You can tell us not to share your information, even when you have said yes before.

If you have any questions, you can speak to **Sally Hill** at the Academy, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the Academy, you can contact the Trust's Data Protection Officer on 0203 949 7000.

Complaints

If you have concerns about how we use your personal data or wish to make a complaint about our compliance with data protection law, you should contact the Trust data protection officer (DPO) in the first instance.

Email: info@Aquinastrust.org

Post: Data Protection Officer, Aquinas Church of England Education Trust, Magpie Hall Lane, Bromley BR2 8HZ

We take all data protection complaints seriously and will follow the procedure and investigate them in accordance with our Data Protection Policy