Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy notice for pupils

Date adopted by Trust Board: 23/05/2018

Date of Review: March 2026

Date of next Review: March 2028

| Version | Date | Author | Change Description |
|---|---|---|---|
| 1.1 | September 2026 | T.Howard | Minor amendment to reflect changes to Free School Meal (FSM) arrangements from September 2026. Updated the categories of personal data processed to include FSM eligibility, category and verification information, and clarified the purposes for processing this information, including administration of FSM entitlement, associated funding and statutory data returns such as the school census. |
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This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about pupils.

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 information about you to help you learn and to keep you safe while you are at school. This information may include:

- your name, address and date of birth
- contact details for your parents or carers
- your school records and assessment results
- attendance information
- behaviour records
- information about your ethnicity or language
- information about special educational needs (SEND)
- medical information that the school needs to know about
- safeguarding information where needed to protect you
- Free School Meal eligibility information, including eligibility category and verification information
- photographs
- CCTV images recorded on school premises

Sometimes we receive information about you from other places such as:

- your previous school
- the local authority
- health professionals
- the government

3. Why We Use This Data

We use information about you to:

- help you learn and achieve your best
- monitor your progress
- provide pastoral care and support

- keep you safe and protect your welfare
- manage school activities and services
- administer Free School Meal entitlement and associated funding
- complete statutory data returns, including the school census
- improve the quality of education we provide
- comply with legal requirements

4. Our Lawful Basis for Using This Data

Under UK data protection law, schools must have a lawful reason to use personal data.
Most of the time we use pupil data because:

- it is required by law
- it is necessary for providing education
- it is necessary for safeguarding children

Sometimes we may also ask for consent, for example if we want to use photographs.

5. Collecting This Data

Most information about pupils is collected from parents and carers when pupils join the school.
We may also receive information from:

- previous schools
- local authorities
- government departments
- health services
- social care services

Some information must be provided so the school can meet its legal responsibilities.

6. How We Store This Data

We store pupil data securely in accordance with the Aquila Data Retention Policy.
We keep information about pupils while they attend a Trust school and sometimes after they leave, where the law requires us to do so.
When information is no longer needed, it is securely deleted or destroyed.

7. Who We Share Data With

We do not share information about pupils unless the law allows us to do so.
We may share pupil information with:

- Kent County Council
- the Department for Education (DfE)
- other schools that a pupil moves to
- examination boards
- health services
- safeguarding partners
- organisations that provide services to the Trust (such as IT systems or education software)

These organisations must follow strict data protection rules.

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) and used for research and improving education.
More information can be found 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 know how your information is used
- the right to see information the school holds about you
- the right to ask for incorrect information to be corrected
- the right to request deletion in some situations
- the right to object to how data is used

Parents or carers may exercise these rights on behalf of younger pupils.

9. Complaints

If you are unhappy with how your information is used, you should speak to the school or the Trust 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 how personal information is used, please contact:
Tracey Howard
DPO@aquilatrust.co.uk