David Ross Education Trust

Broadening Horizons

Privacy Notice – Parents/Carers

Document Management Information

Applicable to:	Parents/carers and pupils attending David Ross Education Trust academies. This notice should be made available to parents/carers through academy websites and relevant admissions or onboarding information.
Dissemination:	The notice will be available to parents/carers and other stakeholders via academy and/or Trust websites.
Implementation:	Applicable to all DRET academies
Training:	On request
Review Frequency:	The policy will be reviewed every three years. The policy will also be reviewed earlier if needed in the light of new evidence/legislation/guidance
Policy Author:	George Selby, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Level 3 policy – Executive Team
Approval Date:	19 October 2026
Next Review Due:	October 2029

Revision History

Document version	Description of Revision	Date Approved
V0.1	Version for consideration by Executive Directors	05 May 2020
V1.0	Approved version	22 June 2020
V1.1	Document amended to include online learning	11 January 2021
V2.0	Approved by Executive Team	12 January 2021
V2.1	Amended to reflect Brexit and change from GDPR to UKGDPR	21 Jan 2021
V2.2	Amend to 4.7.2 to include Podium analytics. Approved by Head of Governance	25 May 2021
V2.3	Updated to clarify parent/carer audience, UK GDPR terminology, lawful basis wording, special category data references, free school meal and nursery funding eligibility wording, and international transfer wording.	19 October 2026

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1. Introduction

1.1 Under data protection law, individuals have a right to be informed about how the Trust and its Academies use any personal data that is held about them. We, the David Ross Education Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

1.2 This notice explains what personal information we collect about pupils and, where relevant, parents/carers; why we use it; who we may share it with; how long we keep it; and the rights individuals have in relation to their personal information.

2. Document Purpose

2.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about pupils and, where relevant, their parents/carers.

3. Privacy Notice – Parents/Carers

3.1 Data Controller and Processors

3.1.1 DRET is the Data Controller for the purposes of data protection law and therefore will determine the purposes for which personal data is processed (the 'why' and the 'how'). Your Academy and authorised third parties, e.g. Bromcom, process and 'use' data on behalf of (under the supervision/control) the Trust and are therefore Data Processors.

3.1.2 The postal address of the Trust is:

David Ross Education Trust
Charnwood College
Thorpe Hill
Loughborough
Leicestershire
LE11 4SQ

3.1.3 The Trust's Data Protection Officer is George Selby. He can be contacted at Dataprotection@dret.co.uk.

3.1.4 The Trust and its Academies will ensure that your child's personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

3.2 The Categories of Personal Data DRET Holds

3.2.1 We process data about the pupils who attend our Academies. Personal data that we may collect, use, store and share, where appropriate, about pupils and, where relevant, parents/carers includes, but is not restricted to:

- Personal identifiers and contact details, including name, unique pupil number, address, parent/carer contact details, date of birth and, where required, National Insurance number for the purpose of assessing eligibility for free school meals or nursery funding.
- Characteristics, such as ethnicity, language, nationality, country of birth and religion.
- Attendance information, such as sessions attended, number of absences and absence reasons.
- Information from social services, such as safeguarding information or care status.

- Test results, including National Curriculum assessment results and Academy examination results.
- Special educational needs information and free school meal eligibility.
- Any relevant medical conditions, including physical and mental health information or disabilities a pupil may have.
- Details of any behaviour issues or exclusion information.
- Details of any support received, including care packages, plans and support providers.
- Destinations of where your child intends moving on to once they've left the Academy.
- Video and audio recordings through platforms including, but not limited to, Microsoft Teams and Google Classroom, to deliver online learning, and to monitor pupils' progress and educational needs. Recordings may also be used for training purposes.
- Other information, including photographs, CCTV images captured in Academies, biometric data where this is used in certain Academies, catering/payment information, trip and activity information, safeguarding system records, communication platform data and online learning records.

3.3 Why DRET uses this Data

3.3.1 We use this data to:

- Support pupil learning.
- Protect pupil welfare and help keep children safe.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Assess the quality of our services.
- Administer admissions waiting lists.
- Carry out education related research.
- Prevent and detect crime and support site safety and security.
- Provide references for employment.
- Deliver education through remote online learning.
- Use parent/carer contact details, where appropriate, to provide information about relevant academy or Trust opportunities, including volunteering opportunities.
- Use parent/carer contact details, where appropriate, to share information about relevant training, events or engagement opportunities.

3.4 Our Lawful Basis for Using this Data

3.4.1 We will only collect and use your child's personal data when the law allows us to. Most commonly, we will process it where:

- We need to comply with a legal obligation.
- We need to perform an official task in the public interest (i.e. in order to provide a child with an education).
- Where we process special category data, such as information about ethnicity, biometric data, health, disability, special educational needs or safeguarding, we will also identify an appropriate condition under Article 9 of the UK GDPR and, where required, a condition under Schedule 1 of the Data Protection Act 2018.

3.4.2 Less commonly we may also use your child's personal data where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's health interests (or someone else's interest).

3.4.3 Where we have obtained consent to use child's data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

3.4.4 Some of the reasons listed above for collecting and using your child's personal data overlap, and there may be several grounds which justify our use of this data.

3.5 Collecting Information

3.5.1 While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we will make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

3.5.2 We may also receive information from previous schools, the Local Authority(s) and/or the Department for Education (DfE). For children enrolling post 14 years of age, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your child's learning qualification.

3.6 How DRET Stores the Data

3.6.1 We keep personal information about your child while they are attending one of our Academies. We will also keep it beyond their attendance at one of our Academies if this is necessary in order to comply with our legal obligations.

3.6.2 We have a Records Retention Policy, which sets out how long we must keep information about your child. You can request a copy from your Academy if you want to understand the timelines in more detail.

3.7 Data Sharing

3.7.1 We do not share personal information about your child with any third party without consent unless the law and our policies allow us to do so.

3.7.2 Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about your child with:

- The Local Authority - to meet our legal obligations to share certain information with it, such as concerns about a pupil's safety and exclusions.

- The Department for Education (a government department) - to meet our legal obligations as part of data collections such as the School Census (more detail below).
- Your family or representatives - in case of emergencies such as a health matter.
- Follow-on schools - which a pupil attends after leaving their current Academy in the public interest of delivering education.
- Youth Support Services - as it has legal responsibilities regarding the education or training of 13-19 year-olds.
- Educators and examining bodies - necessary for the performance of our education function.
- Our regulator, Ofsted - to enable it to evaluate the education we provide to your child, which is in the public interest.
- Suppliers and service providers - to enable them to provide the services we have contracted them for, such as management information systems, catering/payment platforms, safeguarding systems, communication tools, online learning platforms, assessment systems, CCTV providers and biometric systems where used.
- Health and social welfare organisations / third parties - to enable us to comply with our duty of care and statutory safeguarding duties for your child's wellbeing, including:
    - Therapists, clinical psychologists.
    - Academy medical staff / nurse.
    - School counsellors.
    - CAMHS (Child and Adolescent Mental Health Service).
    - Social care.
    - Educational Welfare Officer (EWO).
    - Police forces, courts, tribunals - in order to uphold law and order.
    - Non-governmental organisations, in this case Podium Analytics which exists to support the prevention and treatment of sports injuries in children and young adults. For the purposes of this agreement explicit consent will be sought from both parent/carers or students based on the age of the individual student.

3.8 Department for Education

3.8.1 We are required to provide information about your child to the Department for Education (a government department) as part of data collections, such as the school census. To find out more about the student information we are required to share with the department, for the purpose of data collection, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

3.9 National Pupil Database

3.9.1 Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

3.9.2 The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

3.9.3 You can find more information about this on the Department for Education's webpage on how it collects and shares research data. Personal information charter - Department for Education - GOV.UK (www.gov.uk)

3.9.4 You can also contact the Department for Education online via https://www.gov.uk/contact-dfe if you have any questions about the database.

3.10 Youth Support Services

3.10.1 Once your child reaches the age of 13, we are legally required to pass on certain information about them to the local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

3.10.2 This information enables it to provide Youth Support Services, post-16 education and training services, and careers advice.

3.10.3 Parents/carers, or children once aged 16 or over, can contact their Academy Data Champion to ask to request that we only pass the student's name, address and date of birth to your local authority or Youth Support Services provider.

3.11 Transferring Data Internationally

3.11.1 Where we share personal data with an organisation outside the UK, we will do so only where permitted by data protection law and where appropriate safeguards are in place.

3.11.2 This may happen, for example, if one of the pupil's parents/carers lives abroad or if the pupil is moving to a new school outside the UK. In those circumstances, we will consider whether the transfer is necessary, whether the receiving country or organisation provides adequate protection, and what safeguards are needed before any information is shared.

3.12 Photographs and Media

3.12.1 As part of our Academy activities, we may take photographs and allow external organisations to take photographs or to film within our Academies in line with our Photograph and Media Policy. Your child will be made aware when this is happening and the context in which the photograph will be used.

3.12.2 An Academy will take photographs for its own use. Usually these will be unnamed and will generally be for internal Academy use, but may also include photographs for publication, such as:

- Photographs included in an Academy prospectus.
- Photographs to show as slides at an event for parents/carers.
- Photographs to be used on display boards, which can be seen by visitors to the school.
- Photographs posted on Academy official websites such as Twitter and Facebook sites. Such sites can be accessed by the public and will therefore require close monitoring by Academy staff to ensure they are appropriate.

3.12.3 Named photographs will be used for internal use where there is a clear lawful basis for doing so e.g. for identification purposes such as a student, staff or visitor security pass, safeguarding requirements and as part of exclusion behaviour data.

3.12.4 For all other purposes, if an Academy wants to use named photographs then it will obtain specific parent/carer or student consent first. For students at Primary Academies consent will be sought from parents/carers and at Secondary/Sixth Form Academies this will most likely be student consent. However, when student consent is sought then the parental wishes will be taken into account wherever possible.

3.13 CCTV

3.13.1 Academies operate CCTV on their premises. This is considered necessary to protect staff and pupils' safety and Trust property.

3.14 Biometrics

3.14.1 At some of our Academies, a biometric recognition system is used, for example for the purchase of food in the canteen. Any biometric data collected will be processed in accordance with UK GDPR, the Data Protection Act 2018 and the Protection of Freedoms Act 2012.

3.14.2 The written consent of at least one parent/carer is required before biometric data is taken and used, which is a mandatory requirement. If one parent/carer objects in writing, then the Academy will not take or use a child's biometric data.

3.14.3 For more information about biometric data please refer to the ICO Guidance at the link below: What is special category data? | ICO

3.15 Parent, Carer and Student's Rights

3.15.1 Individuals have the right to request access to the personal information we hold about them. This is known as a Subject Access Request.

3.15.2 Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent for this.

3.15.3 Parents/carers also have the right to make a Subject Access Request with respect to any personal data the Academy holds about them.

3.15.4 If you make a Subject Access Request, and if we do hold information about you or your child, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you or your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

- Provide the information to you within one month of being made aware of the Subject Access Request.

3.15.5 If you want to make a request please contact your Academy Data Champion in the first instance or ask your child's tutor if you are unsure who this is.

3.16 Other Rights

3.16.1 Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.

3.16.2 To exercise any of these rights, please contact your Academy Data Champion in the first instance or the Trust's Data Protection Officer (contact details below).

3.17 Complaints

3.17.1 We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

3.17.2 To make a complaint please contact our Data Protection Officer.

3.17.3 Alternatively, you can make a complaint to the Information Commissioner's Office in one of the following ways:

- Report a concern online at https://ico.org.uk/concerns
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

3.18 Contact Details

3.18.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact your Data Champion in the first instance or the Trust's Data Protection Officer, details below:

- Data Protection Officer, David Ross Education Trust, Dataprotection@dret.co.uk