David Ross Education Trust

Broadening Horizons

Privacy Notice – Students

Document Management Information

Applicable to:	All students at David Ross Education Trust academies, and their parents/carers where relevant. This notice explains how the Trust and its academies use student information.
Dissemination:	This notice will be made available through academy websites and the Trust's Policy Centre.
Implementation:	Applicable to all DRET academies
Training:	On request
Review Frequency:	This notice will be reviewed every three years and earlier if there are changes to legislation, guidance, processing activities or Trust practice.
Policy Author:	George Selby, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Level 3 – 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 Executive Director review	May 2020
V1.0	Approved version	22 June 2020
V1.1	Document amended to include online learning	11 January 2021
V2.0	Document approved by Executive Team	12 January 2021
V2.1	Amended to reflect Brexit and change from GDPR to UKGDPR	21 January 2021
V2.2	Amend to 4.7.2 to include Podium Analytics	25 May 2021
V3.0	Reviewed and updated to improve student-friendly language, reflect UK GDPR terminology, clarify data controller/processor arrangements, update data sharing and media wording, and align with current DfE and ICO expectations.	19 October 2026

Contents

Contents 3
1. Introduction 4
2. Document Purpose 4
3. Definitions 4
4. Privacy Notice – Students 4

1. Introduction

1.1 Under data protection law, you have the right to be told how the David Ross Education Trust and your Academy collect and use information about you. This Privacy Notice explains what information we use, why we use it, who we may share it with, how long we keep it, and what rights you have.

2. Document Purpose

2.1 The purpose of this Privacy Notice is to explain, in clear language, how the Trust and your Academy collect, store, use and share information about students.

3. Privacy Notice – Students

3.1. Data Controller and Processors

3.1.1 DRET is the Data Controller for the purposes of data protection law. This means DRET decides why and how student information is used. Each Academy operates as part of the Trust. Some authorised organisations, such as education software providers, may process information on behalf of the Trust under contract and only in line with the Trust's instructions.

3.1.2 The postal address of the Trust is:

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

3.1.2.1.1 The Trust's Data Protection Officer is George Selby.

3.1.3 The Trust will ensure that your 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 The Trust and your Academy hold personal information about you to make sure we can help you learn and look after you at school.

3.2.2 For the same reasons, we get information about you from some other places too - like other schools, the local council and the government.

3.2.3 The information we hold on you includes:

- Personal identifiers and contact details, such as your name, unique pupil number, address and contact details.
- Parent/carer contact details and, where needed, information used to assess eligibility for free school meals or nursery provision.
- Your 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 or disabilities you have.
- Details of any behaviour issues or exclusions.
- Destinations of where you intend moving on to once you'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, including Photographs, CCTV images captured in Academies, Biometric data (in certain Academies).

3.3. Why DRET uses this Data

3.3.1 We use this data to help run our Academies, including to:

- Support your learning.
- Look after your wellbeing.
- Check how you're doing in exams and work out whether you or your teachers need any extra help.
- Get in touch with you and your parents when we need to.
- Track how well the school as a whole is performing.
- Provide appropriate pastoral care.
- Protect vulnerable individuals.
- Prevent and detect crime.
- Provide references for employment.
- Deliver education through remote online learning.
- Provide updates regarding job opportunities and volunteer vacancies.

3.4. Our Lawful Basis for Using this Data

3.4.1 We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law.
- We need to use it to carry out a task in the public interest (i.e. in order to provide you with an education).

3.4.2 Sometimes, we may also use your personal information where:

- You, or your parent/carer have given us permission (consent) to use it in a certain way.
- We need to protect your vital interests, for example in an emergency where someone's health or safety is at risk.

3.4.3 Where we have got permission (consent) to use your data, you or your parent/carer may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

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

3.5. Collecting Information

3.5.1 In most cases, you or your parent/carer must provide the personal information we need. Sometimes you can choose whether to provide it. We may also receive information from previous schools, local authorities and/or the Department for Education.

3.5.2 For students 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 learning qualification.

3.5.3 We will always tell you if the provision of personal information is optional. If you must provide the data, we will explain what might happen if you don't.

3.6. How DRET Stores the Data

3.6.1 We will keep personal information about you while you are a student at one of our Academies. We will also keep it after you have left the Academy, where we are required to by law.

3.6.2 We have a Record Retention Policy, which sets out how long we must keep information about students, which can be found at https://sites.google.com/dret.co.uk/gdpr/home. If you don't know how to access this, then ask one of your teachers.

3.7. Data Sharing

3.7.1 We do not share personal information about you with any third party without your permission (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 you with:

- Local authorities - to meet our legal obligations, including sharing information about safeguarding, students' safety, attendance, exclusions and education provision.
- 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 you may attend after leaving your 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 you, which is in the public interest.
- Suppliers and service providers - to enable them to provide the service we have contracted them for.
- Health and social welfare organisations / third parties - to enable us to comply with our duty of care and statutory safeguarding duties for your 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 you 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 you reach the age of 13, we are legally required to pass on certain information about you 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 Your parent/carer, or you once you're 16, can contact your Data Champion to ask us to only pass your name, address and date of birth to your local authority or youth support services provider if you so wish.

3.11. Transferring Data Internationally

3.11.1 Where we need to share information with an organisation based outside the UK, we will only do so where data protection law allows it and appropriate safeguards are in place.

3.11.2 This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information.

3.11.3 As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now, but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

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. You will be made aware that this is happening and the context in which the photograph will be used.

3.12.2 An Academy may take photographs or videos for its own educational, operational or promotional purposes. Usually these will be unnamed and used internally, but they may also be used for publication, such as:

- Photographs included in an Academy prospectus.
- Photographs to show as slides at an event for parents.
- Photographs to be used on display boards, which can be seen by visitors to the school.
- Photographs or videos posted on official Academy or Trust websites and social media channels. These channels can be accessed by the public, so Academy staff will monitor content to make sure it is appropriate.

3.12.3 When a photograph intended for publication is taken, you will be informed that a photograph is being taken and told what it is for so that you can object if you so wish.

3.12.4 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.

3.12.5 For other purposes, if an Academy wants to use a named photograph or video, it will seek consent first from the parent/carer or, where appropriate, from the student. Where student consent is sought, the Academy will consider the student's age and understanding and will take parental wishes into account wherever possible.

3.13. CCTV

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

3.14. Biometrics

3.14.1 Some Academies use biometric recognition systems, for example for purchasing food in the canteen. Biometric information 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 will be obtained before biometric data is taken and used, which is a mandatory requirement. If one parent 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: https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-inschools.

3.15. Your Rights and How to access personal information we hold about you

3.15.1 You can ask to see the personal information we hold about you by making a Subject Access Request, as long as we judge that you can properly understand your rights and what they mean. If you want to make a request, please contact your Academy Data Champion in the first instance or ask your Tutor or Teacher.

3.15.2 If we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and using it, and how long we will keep it for.
- Explain where we got it from, if not from you or your parents.
- Tell you who it has been, or will be, shared with.
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person).
- Give you a copy of the information within one month of receipt of the request.

3.15.3 You may also ask us to send your personal information to another organisation electronically in certain circumstances.

3.16. Your other rights over your data

3.16.1 You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress.
- Stop it being used to send you marketing materials.

- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person).
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it.

3.17. Complaints

3.17.1 We take any complaints about how we collect and use your personal information very seriously, so please let us know if you think we've done something wrong.

3.17.2 You can make a complaint at any time by contacting the Trust's Data Protection Officer.

3.17.3 You can also complain 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 in this Privacy Notice, please contact the Trust's Data Protection Officer:

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