Privacy Notice – Pupils

How we use pupil information

Version	Date	Author	Summary of Changes
5.0	Nov 2026	CJO	Page 3 – Addition of new section 'How we use artificial intelligence (AI). Included 'Ofsted' and 'TDA' to organisations we share information with.
4.0	Aug 2026	CBR	Page 4 – Clarified retention of children's educational records. Removed reference to specific retention periods and added reference to Data Retention Policy
Earlier versions available upon request.			

Purpose of this Privacy Notice

As your school, we need to use information about you. We do this for a number of reasons. This privacy notice tells you what information we collect and use about you and why we use it. It is very important that information about you is kept safe and we explain in this privacy notice how we do this.

If you want to know anything about what we do with information about you then please ask a member of school staff, or speak to your parents/ carers and ask them to contact the school.

We also have a person called the **Trust Data Protection Lead** and an external **Data Protection Officer** (DPO) service. They can answer questions you have about what the school does with your information. Please see the end of this Privacy Notice for their contact details.

Policy Statement

During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as **personal data**. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as **processing**.

Our use of personal data is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This privacy notice tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What information do we collect and use about you?

We collect many different categories of information, for example:

- Personal details
- Contact details

- Family details
- Admission records
- Attendance records
- Absence details
- Behaviour records
- Behaviour management records
- Academic progress
- Examination/test details
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of school IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about support provided for your learning
- Records of any school equipment loaned to you

Some of the personal data we keep is given greater protection and is known as **special category personal data**. This includes information about your ethnic origin, religious affiliation as well as any information about health conditions or medical treatment. Special category data that we collect and use about you includes:

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin

Why we collect and use this information

We use the information to:

- Support the admissions process
- Support your learning
- Monitor and report on your academic progress
- Enable you to take part in exams or tests
- Provide appropriate pastoral care
- Keep you and everyone at the school safe and secure
- Help us manage any health conditions that may affect your learning
- Comply with our legal obligations to share information
- Check the quality of our services

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or, if necessary, your parents/carers for permission.

Why do we use special category personal data?
We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How we use artificial intelligence (AI)
We may use artificial intelligence (AI) tools and systems to help staff carry out their work and support the services we provide. These tools are used in line with data protection legislation and our internal data protection, governance and risk management checks and approval processes. Where AI tools process personal data, this is done under the principles of fairness, transparency, and accountability, and only where a lawful basis applies. We do not use AI tools and systems for automated decision-making that has legal or similarly significant effects on individuals.

The legal basis for using this information
Based on the reason we are using your personal data, our use will be legal due to one of the following:

- Informed consent given by you, your parent or legal guardian [GDPR Article 6(1)(a)]
  For example, the use of your photographs on our website.

- To meet a legal requirement [GDPR Article 6(1)(c)]
  For example, providing information for the Department for Education Census.

- To protect the vital interests of you or someone else [GDPR Article 6(1)(d)
  For example, giving your family details to emergency services.

- Delivering a public task [GDPR Article 6(1)(e)]
  For example, recording your attendance at school each day.

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [GDPR Article 9(2)(a)]
  For example, using your fingerprints to identify you to our IT systems.

- We are legally obliged to collect and use it [GDPR Article 9(2)(b)]
  For example, information about your ethnic origin or any disability.

- To protect the vital interest of you or someone else [GDPR Article 9(2)(c)]
  For example, giving detail of health conditions to the emergency services.

- Because it is part of delivering a public service [GDPR Article 9(2)(g)]
  For example, holding data on any medical condition so that we can help you manage it.

Storing your personal data

Most of the personal data that we collect and use is added to your Educational Record. This record is kept while you attend the school. When you move to another school, your record will be transferred to that school. Once you have finished statutory education at age 16, your school will retain your record until you turn 25.

If you would like to know how long we keep a specific piece of personal data, please see our Data Retention Policy or contact the Trust Data Protection Lead whose details can be found at the end of this privacy notice.

Keeping your information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors.
- Providing staff with lockable draws and cupboards so that information is locked away.
- Disposing of confidential paper documents safely by shredding them.
- Having secure electronic storage of information.
- Reminding staff to ensure that they are not overheard or their monitor is not viewed by anyone not authorised to know or see information about you.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- The local council
- The Department for Education
- Ofsted
- Teacher Regulation Agency (a Department for Education executive agency)
- The National Pupil Database
- Examining bodies
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis on which we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing: please contact the Data Protection Lead.

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have the following rights.

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data you can contact the school or the Data Protection Lead whose details can be found at the end of this privacy notice.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making, then you have the right to object to this.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Lead.

Parents or guardian's rights to access your personal data

If you are under 12 and request access to your personal data, we will usually ask your parents or guardian to confirm that we can release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

If you are 12 or over and request access to your personal data, we will release this to you. Parents or guardians do not have an automatic right to access this data and we will seek your consent to share with them if required.

Consent for biometric identification

There are extra rules for giving consent for the use of biometric information. This means things like fingerprints used in a catering system. For us to use this information we must have permission from a parent before we use your biometric data while you are under 18. Once you reach the age of 13 you have the right to withdraw the consent to use the biometric data.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of TMET staff work for the data controller.

If you have a data protection query, we recommend that you contact the **Data Protection Lead**:

Trust Data Protection Lead:	Cathy Brown
Email address:	dpo@tmet.uk
Contact number:	0116 214 3148
Contact address:	The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools/trusts are also required to have someone called a **Data Protection Officer or DPO**. The DPO advises the Trust and school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO:	GDPR Sentry Limited
email address:	support@gdprsentry.com
Contact number:	0113 804 2035
Contact address:	Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or the Data Protection Officer.

Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or call 0303 123 1113.