



Privacy Notice for Pupils

(also provided to parents and carers)

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This document might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.

This Privacy Information notice is to help you understand how and why we collect your personal data and what we do with it. It also explains the decision you can make about your own information.

1. Introduction

You already know that your school is part of the **Oxlip Learning Partnership** (the Trust), but we have to tell you that the Trust is the organization which is in charge of your personal information. This means that the Trust is called the Data Controller for the purposes of data protection law.

You have a legal right to be informed about how the Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about **pupils at our schools**, like you.

The postal address of the Trust is: Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP14 5HD, and the telephone number is: 01473 277243 / 01449 742422 and is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is:

- Schools' Choice data.protection@schoolschoice.org Concertus House, 2 Friars Bridge Road, Ipswich, Suffolk, IP1 1RR. Tel: **0300 123 1420 option 5**

For contact details, please see section 10 'Contact us'.

If you want to contact us about your personal information, please see the 'Contact Us' section on page 7.

In this notice, 'we' and 'us' means the Trust. 'You', 'data subject' and 'pupils' includes children at a school, those who have applied but not yet joined a school and former pupils who attended a school in the Trust.

2. The personal data we hold

Personal data is information that we hold about you and which identifies you. We hold some personal information about you to make sure we can help you learn and look after you at school.

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

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers and contact details (such as name, date of birth, unique pupil number, address and contact details of parents/carers and other family members)
- Safeguarding information
- Medical information (such as doctors information, health information, dental information, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as test results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Information for catering management purposes (e.g. whether you have school dinners and how often)
- Information about how you use our information and communication systems, equipment and facilities (e.g. school computers)
- Photographs and CCTV images

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background, religious beliefs or any special educational needs
- Information about any medical conditions you have, including physical and mental health
- Information about biometric recognition systems (such as cashless catering)

When logged into the school or Trust IT system or using the internet, all key-strokes are monitored by the filtering and monitoring system. This is to ensure the online safety of our whole school community.

3. Why we use this data

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. We use the data listed above to:

- a) Get in touch with you and your parents or carers when we need to
- b) Check how you're doing in exams and work out whether you or your teachers need any extra help
- c) Track how well the school as a whole is performing
- d) Record attendance and behaviour
- e) Look after your wellbeing and keep you safe
- f) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- g) Make staff aware of how to respond in the event of an emergency
- h) Ensure the school site is safe

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (please see section 10 'Contact us').

3.2 Use of your personal data in automated decision making and profiling

We don't currently put any pupils' personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in any of our Trust schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. safeguarding and child protection policy, Acceptable use of ICT policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

- Protect your welfare

4. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

Our lawful bases for processing your personal information for the reasons listed in section 3 are:

- For the purposes of b), c) and d) from section 3 above, in accordance with the 'public task' basis – collecting the data is necessary to perform tasks that we are required to carry out as part of our statutory function
- For the purposes of b), c), d) and e) from section 3 above, in accordance with the 'legal obligation' basis – we need to process data to meet our statutory duties under law as set out here:
 - Keeping Children Safe in Education
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information) (England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Pupil Registration) (England) (Amendment) Regulations 2013
- For the purposes of a), and c) from section 3 above, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data, such as publicising an achievement you have made
- For the purposes of a), d) and e) from section 3 above, in accordance with the 'vital interests' basis – we will use this personal data to keep children safe

Where you've provided us with consent to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you

- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. Collecting this data

We will only collect and use your personal information when the law allows us to, as detailed above in section 4 of this notice. While most of the information we collect about you is mandatory (i.e. you have to give us this information), there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals
- Your previous school or education provider
- Department for Education (DfE)

6. How we store this data

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We keep personal information about you while you are attending one of our schools. Most of the information we have about you will be in your personal file. At secondary school, we usually keep these until your 25th birthday unless you move to another school, in which case we send your file to your new school. Our record retention schedule sets out how long we keep information about pupils.

A copy of our record retention schedule is available from your school or on the Trust website: www.oxlip.uk

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Your new school if you move schools
- Our local authority Suffolk County Council – to meet our legal obligations to share certain information such as safeguarding concerns, admissions and exclusions
- Government departments or agencies
- Our youth support services provider (Suffolk County Council)
- Our regulator, Ofsted
- Department for Education
- Suppliers and service providers, e.g catering provider or Management Information System providers
- Financial Organisations
- Our auditors
- Health and social welfare organisations (such as School Nurse, CAMHS – Child and Adolescent Mental Health Service)
- Professional advisers and consultants (such as special educational needs or disabilities support)

- Charities and voluntary organisations
- Police forces, courts, tribunals

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a court has decided what information a parent is allowed to have.

7.1 Sharing data with the Department for Education (DfE)

We have to share information about you with the Department for Education (a government department) either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following legislation:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives
- Monitor how well the education system is working and how well our school is doing in terms of educating our pupils
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What you have done since finishing school

Please note: this list is not exhaustive.

7.2 Local Authority or Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the provider of youth support services in our area. This will be the local authority Suffolk County Council. They have legal responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. Parents/carers, or pupils if aged 16 or over, can request that only their child's name, address and date of birth be passed to the provider by informing the office at their child's school.

For more information about services for young people, please go to [Suffolk County Council's website](#).

7.3 National Pupil Database

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

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.

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

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

7.4 Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will follow UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

Once you are able to understand your rights over your own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from you for your parents/carers to make a subject access request, or any other request regarding the use of your data, on your behalf.

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- 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
- 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (please see section 10 'Contact us').

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way
- Claim compensation if the data protection rules are broken and this harms you in some way

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

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 concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting your school (please see section 10) or the Trust GDPR Lead, Sarah Stringer on mail@oxlip.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

10. Contact us

Our data protection officer is:

- Schools' Choice, data.protection@schoolschoice.org

However, our **data protection leads** have day-to-day responsibility for data protection issues in our Trust and schools.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

The Trust	Sarah Stringer	mail@oxlip.uk
Bacton Primary School	Donna Simonds	admin@bactonschool.org.uk
Britannia Primary School	Rachael Gough	office@britannia.suffolk.sch.uk
Cedars Park Primary School	Rachael Chapman	admin@cedarspark.suffolk.sch.uk
Copleston High School	Niki Austen	mail@copleston.suffolk.sch.uk
Mendlesham Primary School	Donna Simonds	admin@mendleshamschool.org.uk
Rose Hill Primary School	Georgie Bright	mail@rosehillprimary.net
Stowupland High School	Magda Coppen	enquiries@stowuplandhighschool.co.uk

All policies and procedures are available from Oxlip Learning Partnership (the Trust) School Offices, along with the Privacy Notices and Record Retention Policy, which provide specific details in accordance with the GDPR principles.