

PRIVACY NOTICE (PUPILS)

Data Protection

POLICY DETAILS

Policy Title:	Privacy policy - Pupils
Staff name and job title:	Mary Brindle, Chief Financial Officer
Organisation:	Endeavour Academies Trust
Policy Version Number:	1
Approved by Board of Trustees On:	February 2026
Date of Next Review:	February 2029
Distribution:	Website

POLICY REVISION AND APPROVAL HISTORY

Version	Date of review	Date of next review	Comments	Approved by
1	February 2026	February 2029	New policy	Trustees

Pupil Privacy Notice

Who we are:

Endeavour Academies Trust is the organisation responsible for looking after your school. We are the data controller for the personal information we collect and use about you.

This means we decide:

- What information we collect.
- Why we collect it.
- How we use it.

Our Data Protection Officer (DPO)

We have a Data Protection Officer (DPO) who helps us make sure we use personal information properly.

DPO contact details:

Name: Shane Williams/ Global Policing Limited

Email: Data@globalpolicing.co.uk

Telephone: 0161 510 2999

What information do we collect about you?

We may collect and use information about you such as:

- Your name, date of birth, address and contact details.
 - Your school details (year group, tutor group, timetable)
 - Attendance records.
 - Behaviour records.
 - Safeguarding information.
 - Special educational needs (SEN) information.
 - Medical information (where needed to support you safely)
 - Assessment results and exam entries/results.
 - Information about meals and free school meals.
 - Photographs (for school systems, ID cards, etc.)
 - Information about how you use school systems (IT logs, online learning platforms)
 - CCTV images (if CCTV is in use on site)
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Why do we use your information?

We use your information to help the school run properly and to support you, including:

- Teaching and learning.
 - Keeping you safe.
 - Monitoring attendance.
 - Managing behaviour and wellbeing.
 - Supporting your medical needs.
 - Arranging exams and assessments.
 - Providing support for SEN.
 - Contacting parents/carers when needed.
 - Meeting our legal duties as a school/trust.
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The lawful reasons we use your information:

The law says we must have a legal reason to use your personal information.

We mainly use your information because:

- We have a legal duty to do so (for example education and safeguarding requirements)
 - It is in the public interest (for example running the school properly)
 - It is necessary for our official functions as a school/trust.
 - Sometimes we use it because we have your parent/carer's consent (for example for certain photos or trips)
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Who do we share your information with?

Sometimes we must share information with other organisations. For example:

- The Department for Education (DfE)
- The Local Authority.
- Exam boards.
- School nurses / health services (where needed)
- Social care.
- Police (where required)
- Safeguarding partners.
- Our IT providers (who support school systems)

We only share what is necessary, and only when we have a legal reason to do so.

National pupil database

The school must provide information about pupils to the DfE. This information is stored in the National Pupil Database (NPD).

The DfE may share information from the NPD with other organisations for research and educational purposes.

How long do we keep your information?

We only keep your information for as long as we need it.

Schools follow record retention rules which set out how long different types of records should be kept.

Your rights

You have rights over your personal information. These include:

- The right to be told how your information is used.
- The right to ask for a copy of the information we hold about you.
- The right to ask us to correct information if it is wrong.
- The right to ask us to delete information in some cases.
- The right to object to some types of processing.

Your parent/carer can usually help you with this.

How to raise a concern

If you have questions about how your information is used, you can speak to:

- Your school office
- The Data Protection Officer (DPO)
- ICO (Information Commissioners Office)

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Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

If you have a concern about the way we are collecting or using personal data, we ask 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>





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