



## **Privacy notice for students – use of your personal data**

<b>Staff Member(s) responsible</b>	L Tibbs, Headteacher
<b>Date issued</b>	February 2026
<b>Review date</b>	September 2026

## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students at our school**.

We, Alleyne's Academy, are the 'data controller' for the purposes of UK data protection law.

## 2. The personal data we hold

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.

This information includes:

- Your contact details, contact preferences, date of birth
- Your test results and results of internal assessments
- Your attendance records
- Your characteristics, like your ethnic background, eligibility for free school meals or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Details of any safeguarding information
- Your pupil record and curriculum information
- Details of any support received, including care packages, plans and support providers
- Biometric information (to purchase food/drink from the canteen)
- Photographs
- CCTV images

## 3. Why we use this data

We use this data to help run the school, including to:

- Contact you and your parents/carers when we need to
- Check how you are doing in exams and work out whether you or your teachers need extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Monitor and report on your progress
- Provide appropriate pastoral support
- Carry out research
- Administer admissions waiting lists

- Comply with laws regarding data sharing
- Our legal basis for using this data

#### **4. Our lawful basis for using this data**

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 (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

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

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

#### **5. Collecting your data**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

#### **6. How we store this data**

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a records management policy which sets out how long we must keep information about pupils. To obtain a copy of our records management policy please contact [office@alleyes.staffs.sch.uk](mailto:office@alleyes.staffs.sch.uk)

#### **7. Who we share data with**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

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

- Our local authority, Staffordshire County Council – to meet our legal duties to share certain

information with it, such as admissions, transport, concerns about pupils' safety and exclusions

- The Department for Education (a government department) – to meet our legal duties to share information with it, such as the National Pupil Database (see section below)
- Your family and representatives - to meet our legal duties to share information with them, such as providing an annual report on your progress
- Educators and examining bodies – to carry out our task in the public interest of providing you with an education and obtaining qualifications
- Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for, e.g. music lessons
- Central and local government – to meet our legal duties to share certain information with it, such as transfer of pupils and pupils who are looked after
- Health authorities – so they can look after your wellbeing e.g. vaccinations
- Security organisations – where we have contracted with them to provide a service e.g. IT access, CCTV

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

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

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

## **5. Collecting your data**

We will only collect and use your data when the law allows us to. While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether 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 authorities
- Government departments or agencies

- Your children
- Police forces, courts or tribunals
- Other schools and trusts

## **6. How we store this data**

We keep personal information about you while you are attending our school. We may also keep it after you have left school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our record retention schedule sets out how long we keep information about you.

To obtain more information about our record retention schedule please contact [office@alleyes.staffs.sch.uk](mailto:office@alleyes.staffs.sch.uk)

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

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 do not share information about you with anyone outside of school without the consent of you or your parents/carers unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Your family and representatives - to meet our legal duties to share information with them, such as providing an annual report on your progress
- Educators and examining bodies – to carry out our task in the public interest of providing you with an education and obtaining qualifications
- Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for, e.g. music lessons
- Central and local government – to meet our legal duties to share certain information with it, such as transfer of pupils and pupils who are looked after
- Health authorities – so they can look after your wellbeing e.g. vaccinations
- Security organisations – where we have contracted with them to provide a service e.g. IT access, CCTV

## **8. National Pupil Database**

request’, as long as we judge that you can properly understand your rights and what they mean.

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

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

If you want to make a request please contact our data protection officer.

## 8. National Pupil Database

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.

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 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.

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.

## 9. Youth Services

Once you reach the age of 13, we are legally required to pass on certain information about you to Staffordshire County Council, as it has legal responsibilities regarding the education or training of 13-19-year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Staffordshire County Council.

## 10 Your rights

How to access personal information we hold about you. You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

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

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

If you want to make a request please contact the Director of Business and Finance, Mrs A Jones.

### **Your other rights over your data**

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
- Claim compensation if the data protection rules are broken and this harms you in some way

### **11. Complaints**

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

You can make a complaint at any time by contacting the Director of Business and Finance, Mrs A Jones.

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

### **12. Contact us**

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

Data Protection Officer  
 Staffordshire County Council  
 Staffordshire Place 1  
 Stafford, Staffordshire  
 ST16 2DH  
 Telephone: 01785 278109  
 Email: [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)