

Privacy notice for young people and families

Review Date	February 2025	Next Review by Date	February 2026
Reviewed By	CEO		
Approved by Governing Body	Chris Westbury		
Date Approved	24.03.2025		

Privacy Notice – How We Process Data About Our Pupils

Under UK data protection law, individuals have the right to be informed about how we use their personal data. We comply with this by providing privacy notices (sometimes called fair processing notices) when we collect and process personal data.

This privacy notice explains how we collect, store, and use personal data about our pupils.

Pathways Education Ltd is the data controller for data protection purposes. For queries, please contact dpo@pathways-ed.org.

Why We Collect and Use Pupil Information

We collect and use pupil information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- Children and Families Act 2014
- Keeping Children Safe in Education (KCSIE) 2023
- Working Together to Safeguard Children (2023)

We use pupil data for the following purposes:

- Supporting learning and progression
 - Monitoring and reporting on progress
 - Providing appropriate pastoral care and safeguarding
 - Assessing service quality and school performance
 - Ensuring compliance with legal and statutory obligations
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What Data We Collect

The categories of pupil information we collect include:

- Personal information (name, unique pupil number, address)
- Parent/carer contact details
- Characteristics (ethnicity, languages spoken, eligibility for free school meals)
- Attendance information (sessions attended, absences, reasons for absence)
- Assessment data (exam results, progress tracking)
- Medical information (health records, care plans, allergies)
- Behaviour and safeguarding records
- Special educational needs (SEN) information
- Photographs and CCTV footage (processed with consent where required)

We also collect data from previous schools, local authorities, and the Department for Education (DfE).

Legal Basis for Using Data

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

- It is required by law (statutory duties under the Education Act 1996).
- It is necessary for the performance of a public task (education provision).

Sometimes, we may process data if:

- Pupils or parents have given consent (e.g., use of photographs).
- It is necessary to protect an individual's vital interests (e.g., medical emergencies).

Where consent is required, it can be withdrawn at any time.

How Long We Store Pupil Data

We retain pupil records in line with the Information and Records Management Society (IRMS) Schools Retention Schedule:

- Most pupil records are kept until the child reaches 25 years old.
 - Records related to safeguarding and child protection are retained for 75 years from the child's date of birth.
 - For pupils with SEN, retention periods are reviewed on a case-by-case basis in line with statutory guidance.
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Who We Share Pupil Information With

We routinely share pupil information with:

- Future educational institutions (when a pupil moves schools)
- Local authorities (admissions, safeguarding, attendance monitoring)
- Department for Education (DfE) (for statutory data collection and reporting)
- NHS and Child and Adolescent Mental Health Services (CAMHS) (health referrals, vaccinations)
- Police and social services (where safeguarding concerns require it)
- Exam boards (for exam registrations and results processing)
- Regulatory bodies, including Ofsted (for school inspections and assessments)

We also share limited data with approved third-party service providers for educational purposes (e.g., IT systems, school management software). These providers are required to comply with UK GDPR standards.

National Pupil Database (NPD)

The Department for Education (DfE) collects and stores some pupil information in the National Pupil Database (NPD) to track educational outcomes and support policy development.

For more information on how the DfE processes data, visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Youth Support Services (Ages 13+)

Under section 507B of the Education Act 1996, we are legally required to share pupil information with local authorities and youth support services to assist with:

- Post-16 education and training
- Apprenticeships and employment pathways
- Career guidance services

Parents/carers or pupils aged 13 and over can request that only minimal information (name, address, date of birth) is shared.

Learner Record Service (Ages 14+)

From age 14, we pass certain pupil details to the Skills Funding Agency (DfE) to generate a Unique Learner Number (ULN) and a Personal Learning Record, which are used to track academic and vocational progress.

Individuals' Rights Over Their Data

Under UK GDPR, pupils (or their parents/carers if under 13) have the right to:

- Request access to their data (Subject Access Request, SAR)
- Request corrections if data is incorrect or incomplete
- Ask us to delete or restrict processing of certain data

- Object to automated decision-making processes

To submit a Subject Access Request (SAR), contact: privacy@pathways-ed.org.

We will:

- Describe the data we hold
- Explain why we hold it and how long we retain it
- Confirm if we share it and with whom
- Provide a copy of the data if requested

Complaints and Concerns

If an individual believes their data protection rights have been violated, they have the right to complain to the Information Commissioner's Office (ICO).

Website: ico.org.uk

Helpline: 0303 123 1113

Updates & Contact Information

This privacy notice is reviewed **annually**.

For further inquiries, contact:

privacy@pathways-ed.org

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