

NOTICE DOCUMENT



PUPIL PRIVACY NOTICE

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Privacy Notice (How we use pupil information)

Introduction

Canonium Learning Trust is the data controller for the use of personal data in this privacy notice.

As a trust/school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

What type of data is collected?

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

The categories of pupil information that we process include:

- Personal information – (such as name, unique pupil number, contact details and address)
- Characteristics – (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV, photos and video recordings of you are also personal information

(This list is not exhaustive)

Why do we collect data?

We collect and use pupil data for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (e.g. food allergies, emergency contact details)

- To meet the statutory duties placed upon us for the Department of Education (DfE) data collections
- To fulfil our statutory obligations to safeguard and protect children and vulnerable people
- To enable targeted, personalised learning for pupils
- To manage behaviour and effective discipline
- To comply with our legal obligations to share data
- To keep pupils, parents and carers informed about school events and school news

Our Legal Obligations

We must make sure that information we collect and use about pupils is in line with the [UK General Data Protection Regulation \(UK GDPR\)](#). This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the [Education Act 1996](#), [Regulation 5 of The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#), [Article 6](#) and [Article 9](#) of the UK GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

Collecting pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://www.canonium.org/news-information/policies-and-documents>

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse (NHS)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

This sharing is guided by data protection law (UK GDPR and the Data Protection Act 2018) and usually falls under the category of “public task” — meaning it’s necessary for the school to carry out its statutory duties.

We may share some pupil data with the Local Authority (LA), the NHS (school nurse or health teams), and a child’s next school. This helps us make sure every child gets the support, care, and education they need.

We share information with our local authority to:

- Help plan and fund local education services
- Make sure every child receives suitable education
- Support pupils who may be missing from education or need extra help
- Complete statutory returns such as attendance, exclusions, and census data

The local authority also uses this data to meet its legal responsibilities for safeguarding and education.

We may share limited information (like names, dates of birth, and contact details) with NHS health professionals who work with schools.

This helps them to:

- Offer health checks, vaccinations, and other wellbeing services

- Provide advice and support to pupils and families
- Protect and promote children's health and wellbeing

Health professionals are bound by strict confidentiality and data protection rules.

When a pupil moves to another school, we send their educational record to the new school.

This ensures:

- Teachers understand the child's progress, strengths, and needs
Any support, including special educational needs or safeguarding measures, continues smoothly

This transfer is required by law and helps provide continuity for the pupil.

We only share what is necessary, use secure systems, and follow data protection laws (UK GDPR and the Data Protection Act 2018).

Parents and pupils can read more in our full Data Protection Policy, available on our website.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

We are required to share information about our pupils with the Department for Education (DfE) as part of the school census return under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government Uses Your Data' section of this privacy notice. For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3> and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be

given access to your child's educational record, contact the Trust Data Protection Lead by email: admin@canonium.org

The Data Protection Officer is SBM Services, who can be contacted via email at dpo@sbmservices.co.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right 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:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not 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.

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated November 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Canonium Learning Trust, by email to admin@canonium.org

More information about Data Protection and our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.
(www.canonium.org)