



# The Gateway Trust

## GDPR Privacy Notice For Parents & Pupils

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## **Change Log**

Version: 1

Date: 01/04/25

We have updated this privacy notice template to reflect the DfE's example wording.

1. The Gateway Multi-Academy Trust is committed to protecting the privacy and security of personal information. This privacy notice explains how we collect, use and protect personal data about pupils and their families, in accordance with the UK General Data Protection Regulation (UK GDPR).
2. The Gateway Multi-Academy Trust is the data controller for the purposes of data protection law. This means we are responsible for how personal data is used and for ensuring it is used in accordance with the law.
3. The categories of information we collect and process include:
  - Personal identifiers and contacts (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 doctor's information, child health, dental health, allergies, medication and dietary requirements)
  - Attendance (such as sessions attended, number of absences, absence reasons and previous schools attended)
  - Assessment and attainment (such as phonics results, post-16 courses and results)
  - Behavioural information (such as exclusions and alternative provision)
  - Trips and activities
  - Catering and free school meal management
  - Identity management/authentication
  - Photographs and CCTV images (where applicable)

3.1. This list is not exhaustive.

3.2. To access the current list of categories of information we process, please see our website or contact your setting's office.

#### **4. Why we collect and use this information**

4.1. We use this information to:

- Support pupil learning and development
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Comply with legal and statutory duties
- Assess the quality of our services
- Administer admissions and attendance
- Keep children safe (food allergies, emergency contact details, safeguarding)
- Meet the statutory duties placed upon us by the Department for Education (DfE)

#### **5. The lawful basis for using this data**

5.1. Under the UK GDPR, the lawful bases we rely on for processing pupil information include:

- Legal obligation - e.g. Education Act 1996
- Public task - carrying out our official duties
- Vital interests - protecting someone's life
- Consent - where we are not relying on another legal basis, such as for the use of photos

5.2. For special category data (such as health or ethnicity), we rely on:

- Substantial public interest (safeguarding children)
- Employment and social protection law
- Explicit consent (where applicable)
- Where we rely on consent, you may withdraw it at any time.

## **6. Collecting pupil information**

6.1. While most information is provided by parents or carers, some information is collected from the local authority or previous schools. We will only collect and use personal information when we need it.

6.2. We collect pupil information via:

- Registration forms
- Common Transfer File (CTF) or secure file transfer from previous schools
- Local authority records

## **7. Storing pupil data**

7.1. We hold data securely and retain it only for as long as necessary. The retention period is based on legal requirements and guidance from the Information and Records Management Society (IRMS). More information is available in our Data Retention Policy.

## **8. Who we share pupil information with**

8.1. We routinely share information with:

- Schools within The Gateway Trust
- Local authorities
- Department for Education (DfE)
- NHS and health professionals
- Education and training bodies (e.g. college, careers advisers)
- Third-party service providers (e.g. school meal providers, IT systems)
- External agencies involved in safeguarding

8.2. We will only share personal data where it is lawful to do so and will ensure it is kept secure.

## **9. Why we share information**

- 9.1. We do not share personal information with anyone without consent unless the law allows us to do so. We are required to share information with the DfE under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **10. Data collection requirements**

- 10.1. To find out more about the data collection requirements placed on us by the Department for Education, visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **11. Requesting access to personal data**

- 11.1. Under data protection law, you have the right to:

- Request access to the personal data we hold
- Request correction of your personal data
- Request erasure of your personal data
- Object to the processing of personal data
- Request restriction of processing
- Request transfer of data to another organisation

- 11.2. To exercise any of these rights, please contact our Data Protection Officer.

## **12. Contact details**

- 12.1. If you have any questions about how we collect or use personal information, or if you want to request access to your data, please contact the Data Protection Officer via your school office or by contacting the [office@gatewaytrust.org](mailto:office@gatewaytrust.org)

## **13. Complaints**

- 13.1. You can also contact the Information Commissioner's Office (ICO) if you are unhappy with how we have handled your data

- Website: [www.ico.org.uk](http://www.ico.org.uk)
- Telephone: 0303 123 1113

## **14. Updates to this notice**

- 14.1. We may update this privacy notice periodically. The most recent version will always be available from your school's office or website.