

Privacy Notice for Pupils

Reviewed January 2026



The Stour Academy Trust

Privacy Notice for Pupils

You have a legal right to know how our school uses your personal information. This privacy notice explains what information we collect about you, why we collect it, how we use it, and how we keep it safe.

We, The Stour Academy Trust, are the *data controller*.

Our Data Protection Officer is Rachael Howell.

1. The personal data we collect about you

We collect information about you so we can support your learning, keep you safe, and run the school properly.

This can include (but is not limited to):

- Your name, address and contact details
- Your school records and learning information
- Results from tests and assessments
- Attendance and punctuality
- Safeguarding and wellbeing information
- Your characteristics (such as ethnic background, language, SEND information)
- Medical, dietary or health needs
- Behaviour, rewards and sanctions
- Information about support and interventions you receive
- Photographs, videos or audio recordings
- Information shared with us from your previous school, the local authority, NHS services, or the Department for Education

2. Why we use this data

We use your information to:

- Support your learning and personal development
- Check your progress and help you get any support you need
- Look after your safety and wellbeing
- Contact your parents or carers
- Meet our legal duties
- Run the school and its systems
- Provide you with access to digital learning tools

3. Our legal reasons for using your data

We only use your personal data when the law allows us to. Most of the time, we use it because:

- We need to do our job as a school (*public task*)
- We must follow the law (*legal obligation*)
- We need to keep you or someone else safe (*vital interests*)

Sometimes we may ask for permission (*consent*), for example when using your photo externally for social media, the website or newsletters.

If consent is asked for, you or your parent/carers may withdraw it at any time.

4. How we collect and store your information

Most of the information we need is required by law or needed for education, but sometimes giving information is optional - we will always tell you when that is the case.

We keep your information only for as long as we need it. Our Trust follows the IRMS Schools Toolkit retention schedule, which sets out how long different types of pupil information must be kept.

Your data is stored securely and only accessed by the right people.

5. Use of images, videos and audio

- We may use your image internally (in lessons, displays, records). This does **not** require consent because it is part of our job as a school.
- We will only use your image externally (on websites, social media, newsletters, press) if your parent/carer has given explicit consent.
- Older images are reviewed and removed according to our retention rules.
- Parents/carers may ask us to remove an image at any time, and we will do so wherever reasonably possible.

External school photographers work under strict data protection agreements.

6. Digital learning tools and cloud services

We use approved digital platforms to support teaching and learning.

These systems must meet strict data protection and security requirements, and we complete checks such as DPIAs before we use them.

7. Sharing your personal data

We do not share your information with anyone unless:

- The law requires it
- It is necessary to keep you safe
- It is needed to run the school
- We have a contract or agreement in place to keep it secure
- Your parent/carer has given consent (for optional uses)

We may share information with:

- The local authority
- The Department for Education
- Your family members
- Health, social care and safeguarding partners
- Exam boards
- IT and system providers
- Police, courts or other official bodies (where legally required)

All organisations must protect your data safely if they receive it.

8. National Pupil Database

We must send certain information to the Department for Education for the National Pupil Database (NPD). This helps with national statistics and research.

You can find more information on the Department for Education website.

9. Sending data outside the UK

If we ever need to send your information to a country outside the UK, we will only do this if strong legal protections are in place to keep your data safe.

10. Your rights

You and your parents/carers (if you are not old enough to understand your rights) can:

- Ask to see the information we hold about you (*Subject Access Request*)
- Ask us to correct information that is wrong
- Ask us to delete some information (in certain circumstances)
- Ask us to stop or limit how we use your data
- Object to how your data is being used
- Ask for your information to be sent to another organisation (in some cases)

- Ask not to be affected by automated decisions

To use any of these rights, contact our Data Protection Officer.

11. Complaints

If you are worried about how your data is being used, please speak to your class teacher, school office, or contact our Data Protection Officer.

If you are still unhappy, you can contact the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk/concerns>
- Telephone: 0303 123 1113
- Address: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

12. Contact us

If you have questions about this privacy notice, please talk to your class teacher or the school office, who will contact Rachael Howell, our Data Protection Officer.