



**CORE**  
EDUCATION  
TRUST

## Privacy Notice for Students

<b>Last reviewed:</b>	September 2025
<b>Next review due by:</b>	September 2026
<b>Monitoring &amp; Review</b>	HR – Annually

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## **1. About this privacy notice**

- 1.1. CORE Education Trust is required by law to collect and process personal information about our pupils. We are committed to being transparent about how we collect and use this information and to meet our data protection obligations.
- 1.2. This privacy notice provides you with information about how we collect and process personal information of our pupils and their parents/carers in accordance with the UK General Data Protection Regulation (**UK GDPR**) and the Data Protection Act 2018.

## **2. Who are we?**

- 2.1. We are CORE Education Trust a multi-academy trust incorporating a number of different schools and academies. Our registered office is 23 Langley Walk, Ladywood, Birmingham, B15 2EF and our company number is 07949154. When we refer to “we”, “us”, “our” or “the Trust” within this privacy notice, we are referring to Arena Academy, City Academy, Jewellery Quarter Academy and Rockwood Academy which are part of CORE Education Trust. CORE Education Trust is the “data controller” for the purposes of data protection law and is registered with the Information Commission.

## **3. The personal data we hold**

- 3.1. The personal data that we may collect, use, store and share about students, parents and carers; but is not restricted to:
  - Personal identifiers including name, date of birth, contact details, unique pupil number, candidate or examination numbers, emergency contact details, and marital status.
  - Characteristics including ethnicity, language, country of birth, religious beliefs and free school meal eligibility.
  - Safeguarding information including notifications from the police, court orders, professional involvement, observations and outcome.
  - School travel arrangements.
  - Health and medical information such as doctor’s information, allergies, medication, disability, dietary and details of any special educational needs.
  - Assessment and attainment information such as current pupil progress, predicted progress and, where appropriate, data relating to any assessments, tests or exams taken.
  - Attendance data including classes attended, number of absences, absence reasons and any previous schools attended.

- Behavioural information, which may include information about your child's general classroom behaviour including any awards gained, together with any detentions, fixed-term or permanent exclusions they have received.
- Financial records about any money you have paid us, any amounts outstanding, and associated recovery action. Depending on your chosen method of payment, we may hold your bank account details.
- Pastoral information, including notes of any home visits undertaken.
- Destination data (this is information about what pupils do after leaving school; for example, different school, college, university, apprenticeship and/or employment). Information about your use of our information and communications systems through our filtering and monitoring software.
- Photographs, video recordings or CCTV images.
- Correspondence and complaints.
- Consent preferences (where applicable)
- Details of any other information that is provided to us by pupils and parents/carers during the course of our relationship with you.

#### **4. What sensitive information do we collect?**

4.1. We may also collect, store and use the following more sensitive types of personal information (known as "special category data") including:

- Relevant medical information, including any conditions, disabilities or allergies pupils may have, and doctors' details.
- Special educational needs information. This is information about any particular needs that your child has, any funding that is received specifically for your child, and any statements of individual needs.
- Information relating to ethnicity, nationality and religion.
- Information relating to free school meal eligibility or other funding such as Pupil Premium, ESA, High Needs Funding and Catch Up Funding.
- Biometric data (such as thumbprints for catering services/attendance/access to systems).

#### **5. Why do we collect and use this information?**

5.1. We have set out below a description of all the ways we plan to use pupil and parent/carer information and which of the legal bases we rely on to do so. We

may process pupil and parent/carer information for more than one lawful basis, depending on the specific purpose for which we are using your information.

<b>Purpose/activity</b>	<b>Type of information</b>	<b>Lawful basis for processing information</b>
To support pupil learning.	Contact details and characteristics.  Attendance information.  Special educational needs. Information.  Eligibility information.  Behavioural information.  Pastoral and safeguarding information.	Necessary to comply with our legal obligations.  Necessary for the performance of a task carried out in the public interest.
To monitor and report on pupil attainment progress, including arranging suitable interventions to be put in place when required.	Contact details and characteristics.  Attendance information.  Assessment information.  Special educational needs information.  Behavioural information.  Pastoral and safeguarding information.	Necessary to comply with our legal obligations.  Necessary for the performance of a task carried out in the public interest.
To provide appropriate pastoral care and ensure your child has access to appropriate support.	Contact details and characteristics.  Attendance information.  Assessment information.  Special educational needs information.  Behavioural information.  Pastoral and safeguarding information.	Necessary to comply with our legal obligations.  Necessary for the performance of a task carried out in the public interest.

<b>Purpose/activity</b>	<b>Type of information</b>	<b>Lawful basis for processing information</b>
To assess the quality of our services	Contact details and characteristics.  Attendance information.  Assessment information.  Special educational needs information.  Behavioural information.  Pastoral and safeguarding information.  Destination data.	Necessary to comply with our legal obligations.  Necessary for our legitimate interests to improve our performance.
To keep pupils and staff safe.	Contact details and characteristics.  Attendance information.  Assessment information.  Special educational needs information.  Behavioural information.  Pastoral and safeguarding information.  Photographs.  CCTV.	Necessary to comply with our legal obligations.  Necessary for the performance of a task carried out in the public interest.

<b>Purpose/activity</b>	<b>Type of information</b>	<b>Lawful basis for processing information</b>
To comply with statutory duties placed upon us for Department for Education data collections.	Contact details and characteristics.  Attendance information.  Assessment information.  Special educational needs information.  Behavioural information.  Pastoral and safeguarding information.	Necessary to comply with our legal obligations.  Necessary for the performance of a task carried out in the public interest.
To communicate with parents/carers and provide updates relating to pupil learning.	Contact details and characteristics.  Correspondence.  Attendance information.  Assessment information.  Special educational needs information.  Behavioural information.  Pastoral and safeguarding information.  Photographs.	Necessary to comply with our legal obligations.  Necessary for our legitimate interests to improve our communications with parents/carers.  Consent.
To process payments from parents/carers.	Contact details and characteristics.  Correspondence.  Financial information.	Necessary for the performance of a contract.

## 6. Why do we collect and process sensitive information?

6.1. We have set out below a description of all the ways we plan to use more sensitive “special category data” of pupils and parents/carers and which of the legal bases we rely on to do so. We may process pupil and parent/carer information for more than one lawful ground, depending on the specific purpose for which we are using your information.

Purpose/activity	Type of information	Lawful basis for processing information
To ensure dietary needs are catered for.	Medical information.	Vital interests.  Necessary to comply with our legal obligations.  Schedule 1, Part 2, (6) Data Protection Act 2018 — Statutory Purposes.
To make reasonable adjustments for the provision of learning.	Medical information.	Necessary to comply with our legal obligations.  Schedule 1, Part 2, (6) Data Protection Act 2018 — Statutory Purposes.
For statistical analysis of our pupils.	Race, nationality and ethnicity information.	Necessary to comply with our legal obligations.  Schedule 1, Part 2, (6) Data Protection Act 2018 — Statutory Purposes.
To keep pupils and staff safe.	Medical information.  Behavioural information.  Pastoral and safeguarding information.	Necessary to comply with our legal obligations.  Necessary for reasons of substantial public interest.  Schedule 1, Part 2, (18) Data Protection Act 2018 — Safeguarding children and adults at risk.  Schedule 1, Part 1, (3) Data Protection Act 2018 — Public Health.

Purpose/activity	Type of information	Lawful basis for processing information
To support pupils with special educational needs.	Special educational needs information.  Medical information.	Necessary to comply with our legal obligations.  Necessary for reasons of substantial public interest.  Schedule 1, Part 2, (6) Data Protection Act 2018 — Statutory Purposes.
To identify pupils and process payments for our catering system.	Biometric data.	Consent.

## 7. Collecting personal information

- 7.1. Generally, the information we hold will have been provided directly from pupils and parents/carers (e.g. information inputted into our management information system or information from when we communicate with you). We will also obtain information about pupils from previous schools attended.
- 7.2. We may also hold information about you which has been provided by third parties. This may include from local authorities, the court, or other professionals involved in a pupil's care.
- 7.3. We sometimes audio/video record sessions/lessons/assessments for pupil or staff development and assessment. This will generate personal data including pupil images, names, contributions, and will be protected, processed and retained in the same way as all personal data, in line with our data protection policies.
- 7.4. The majority of information we collect from pupils and parents/carers is required by law but some of it may be provided on a voluntary basis. Where information is requested voluntarily, you will be informed that you have a choice as to whether or not you provide this information.

## 8. Storing personal information

- 8.1. We keep pupil and parent/carer information for the duration of time the pupil remains at the school. If/when a pupil transfers to an alternative school, their file will transfer with them; a copy will not be held by the school. If a pupil leaves the school at the end of their compulsory education, the files are stored in accordance with our Data Retention Policy.

8.2. Any information held by the school which does not form part of the pupil record will be kept for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Details of retention periods for different aspects of personal information are available upon request. After this period, we will securely destroy or anonymise personal information in accordance with data protection law.

## **9. Who might share your data with?**

9.1. The Trust will share your personal data with third parties where there is a lawful reason for doing so. The following are individuals or third parties whom we would expect to share personal data with for specified and lawful purposes:

- Parents and/or carers (as defined in the Education Act 1996).
- Schools or other educational providers that a student may attend after leaving us
- Our local authority
- Youth support services (pupils aged 13+)
- The Department for Education (DfE) including Learner Record Services, the National Pupil Database and the Teaching Regulation Agency.
- Ofsted
- professional bodies for legal reasons such as the police, other emergency services, the NHS, Public Health England, Social Services and professional legal agencies.
- Catering providers.
- Speech and language providers.
- Accrediting and professional bodies, for instance exam boards.
- Third parties who facilitate school transport, trips and residential events.
- Carefully procured third party educational service and software providers
- Third parties that run educational competitions and national school events.
- Governors in line with our responsibilities for efficiently managing the school. This may also include sharing data with external Governors when they are part of a Governor panel.
- Other schools and academies within CORE Education Trust.

- Our auditors, insurers and other professional advisers.
- Employers/training providers where references are requested.
- The Trust will share your attendance and performance data for employment reference requests.

## **10. Why do we share information with the Department for Education (DfE)?**

- 10.1. We do not share information about our pupils or parents/carers without consent unless the law allows us to do so. The DfE collects personal information from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE, either directly or via our local authority, for the purpose of those data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- 10.2. All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.
- 10.3. For more information, please see “How Government uses your data” section at Annex One. 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>.

## **11. Why do we share information with youth support services and careers advisers?**

### Pupils aged 13+

- 11.1. Once our pupils reach the age of 13, we pass information about the pupil to our local authority so they can carry out their legal responsibilities in relation to the education or training of 13-19-year-olds under section 507B of the Education Act 1996.
- 11.2. This enables them to provide services as follows:
- Youth support services.
  - Careers advisers.
- 11.3. A parent or guardian can object to any information in addition to their child’s name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once they reach the age of 16

11.4. For more information about services for young people, please visit our local authority website or contact our Data Protection Officer.

#### Pupils aged 16+

11.5. We will also share certain information about pupils aged 16+ with our local authority as they have responsibilities in relation to the education or training of 13-19-year-olds under section 507B of the Education Act 1996.

11.6. This enables them to provide services as follows:

- Post-16 education and training providers.
- Youth support services.
- Careers advisers.

11.7. A child/pupil, once they reach the age of 16, can object to information other than their name, address and date of birth being passed to their local authority by contacting us.

11.8. For more information about services for young people, please visit our local authority website.

## **12. International transfers of personal data**

12.1. Your personal information may be transferred outside the UK and the European Economic Area (**EEA**), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as “adequate” in relation to data protection law, the information is adequately protected by conducting a transfer risk assessment to ensure that security measures and other appropriate safeguards are in place to protect your information. For more information on international transfers please contact us at the details below.

## **13. Your rights**

13.1. Data protection law gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, please contact our Data Protection Officer.

13.2. Under data protection law, 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 commission if you feel we have not used your information in the right way.
- 13.3. 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.
- 13.4. For further information on how to request access to personal information held centrally by the DfE, please see the Annex One.

## **14. Withdrawal of consent**

- 14.1. Where we are processing your personal information with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer.

## **15. Complaints**

- 15.1. If you have a concern about the way we are collecting or using your personal information, you have the right to make a complaint to us. Any complaints relating to data protection must be directed to our Data Protection Officer. Data

protection complaints will be dealt with in accordance with the procedure set out in our Data Protection Policy.

- 15.2. If you remain dissatisfied with our response, you can make a complaint directly to the Information Commission at [Make a complaint about how an organisation has used your personal information | ICO](#).

## **16. Further Information**

- 16.1. If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you please contact our Data Protection Officer.
- 16.2. Full details of your rights and how to enforce your rights are included on the Trust's main privacy webpage.