



GDPR PRIVACY NOTICE – PUPILS AND FAMILIES

Date of approval by the Trust Board	15 October 2025
Review cycle	Annual We may need to update this Privacy Notice periodically; therefore, we recommend that you revisit this information from time to time

Alternative Learning Trust ('the Trust') is the Data Controller for the purposes of the General Data Protection Regulation. We collect and use personal data relating to pupils and their families and may also receive information regarding them from their previous school, Local Authority or Department for Education.

Emma Bradshaw is the Data Protection Officer whose role is to oversee and monitor the Trust's data protection procedures and to ensure they are compliant with the UK GDPR.

The Data Protection Officer may be contacted on:
020 8652 1150 or ebadshaw@alternativelearningtrust.org

Why we collect and use this information for the following purposes, to:

- Support your child's learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep children safe (food allergies, or emergency contact details)
- Meet the statutory duties placed upon us for the Department for Education (DfE) data collections

The categories of pupil information that we process include, but is not limited to:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal (FSM) 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 (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (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)

The lawful basis on which we use this information

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to do so. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK General Data Protection Regulations (UK GDPR), including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR;
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting pupil information

We collect pupil information via registration forms at admission interviews, Common Transfer Files (CTFs) or secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR, 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. Where consent is required, your child's school will provide you with specific and explicit information with regard to the reasons why the data is collected and how the data is used.

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 our website [GDPR Document Retention Policy Alternative Learning Trust](#)

Personal data relating to pupils within Alternative Learning Trust and their families is stored in line with the Trust's Data Protection Policy. In accordance with the UK GDPR, the Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We share pupil information routinely with:

- Schools that the pupils attend after leaving us
- Relevant local authorities relating to schools within the Trust
- The Department for Education (DfE)
- Youth support services (pupils aged 13+)
- School Nurse Team
- Public Health England
- External companies who provide services such as text/e-mail messaging, on-line payments, etc

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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational policy and monitoring.

We are required to share information about our pupils with the Local Authority (LA) and the Department for Education (DfE) under section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example: via the School Census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Local Authority NEET Teams (Not in Education, Employment or Training)

- Data is transferred to the NEET Service by email or via a secure electronic transfer service
- Data is stored with the NEET Service electronically
- Data is stored with the NEET Service in perpetuity

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of NEET services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- NEET support services
- Careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child/pupil once they reach the age of 16.

Data is securely transferred to the NEET support service via email or a secure electronic file transfer service and is stored electronically and held in perpetuity.

Pupils aged 16+

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

This enables them to provide services as follows:

- Post-16 education and training providers
- NEET support services
- Careers advisers

Data is securely transferred to the NEET support service via email or a secure electronic file transfer service and is stored electronically and held in perpetuity.

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

Department for Education (DfE)

The 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 DfE either directly or via our local authority for the purpose of those data collections, under Regulation 4 and 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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. For more information, please see 'How government uses your data' section.

Requesting access to your personal data

Under UK GDPR, 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, please contact the Data Protection Officer, Emma Bradshaw, by telephone on 020 8652 1150 or e-mail ebroadshaw@alternativelearningtrust.org

You also have the right to:

- Ask us for access to information about you that we hold
- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not be subjected to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should 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 the DfE, please see the 'How government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data 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 the Data Protection Officer, Emma Bradshaw, by telephone on 020 8652 1150 or e-mail ebRADSHAW@alternativelearningtrust.org

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is based upon the numbers of children and their characteristics in each school
- Informs short term education policy monitoring and school accountability and intervention (e.g. school GCSE results or Pupil Progress measures)
- Supports longer term research and monitoring of educational policy (e.g. how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (e.g. via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department for Education

The law allows the DfE to share pupils' personal data with certain third parties, including:

- Schools and local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the DfE has provided pupil information (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit the following website <https://www.gov.uk/government/publications/dfе-external-data-shares>

How to find out what personal information the DfE holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they are holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you would like to see the personal data held about you by the DfE, you should make a Subject Access Request (SAR). Further information on how to do this can be found within the DfE's personal information charter which is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the DfE please visit <https://www.gov.uk/contact-dfe>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Emma Bradshaw:

By telephone on 020 8652 1150

or e-mail ebadshaw@alternativelearningtrust.org

Person responsible for updating this policy:

Chief Executive Officer/Data Protection Officer