

Greensand Multi-Academy Trust Privacy Notice: Pupils and Early Years (including 13+)

Introduction

This Privacy Notice explains how Greensand Multi Academy Trust (MAT) collects, stores and shares personal data about children across all settings, including Early Years, Primary, Secondary and 13+ services.

Categories of pupil information

- Personal identifiers and contacts (name, UPN, address, contact details).
- Characteristics (ethnicity, language, free school meal eligibility).
- Safeguarding information (court orders, professional involvement).
- Special Educational Needs (needs and ranking).
- Medical information (health, allergies, medications, dietary requirements).
- Attendance (sessions attended, absence reasons, prior schools).
- Assessment & attainment (EYFS profile, phonics, national assessments, post-16 enrolment).
- Behavioral information (exclusions, interventions).
- Trip information.
- Catering management information.
- Free School Meal administration.
- CCTV footage.

Why we collect and use information

- To support learning.
- To monitor and report on progress.
- To provide pastoral care.
- To keep pupils safe (e.g., allergies, emergency contacts).
- To meet statutory duties for DfE collections.
- To fulfil public task obligations under UK GDPR.
- For emergencies under vital interest.
- For optional activities under consent.

Lawful basis for processing

- Public task – Delivering education and statutory functions.
- Legal obligation – Attendance, safeguarding, DfE census.
- Vital interest – Emergency medical situations.
- Consent – Optional activities (e.g., photography, clubs).
- Special category data – Article 9(2)(g) for safeguarding, equality and public interest.

Collecting information

- Admission/registration forms.
- Periodic updates.
- Common Transfer File (CTF) transfers.
- Trip and activity information.
- Early Years forms including FEEE funding.

Storing information

- Pupil data is stored securely on Arbor MIS and related MAT systems.
- Paper files are securely stored with restricted access.
- Data retention follows the MAT Retention and Destruction Policy.

Who we share information with

- Schools receiving pupils.
- Local Authority (including admissions, safeguarding, Youth Support Services for 13+).
- DfE for statutory returns.
- NHS and health visitors (Early Years).
- Social Care/Early Help.
- Arbor MIS.
- CPOMS safeguarding system.
- InVentry visitor system.
- ParentMail communication system.
- Catering contractors.
- Online curriculum providers (Mathletics, IDL).
- Wonde – secure data integration.
- School photographers.

Youth Support Services 13+

- We share limited information with Surrey Youth Support Services for pupils aged 13+, as required by law.
- Parents may request only name, address and date of birth be shared.
- Once a pupil turns 16, this right transfers to them.

Department for Education

- We share data with the DfE under statutory requirements.
- Data is used for funding, accountability, monitoring and long-term research.
- The National Pupil Database (NPD) stores national pupil data.

Your Rights

- Right to access.
- Right to rectification.
- Right to erasure (where applicable).
- Right to restrict processing.
- Right to object to processing.
- Right not to be subject to automated decisions.
- Right to complain to the ICO.

Contact Details

- School Data Protection Champion: varies by setting.
- MAT Data Protection Officer: Wendy Hill – w.hill@greensandacademytrust.co.uk

Version Control

- Version: 1.0
- Review cycle: Biennial
- Next review: Summer 2026