



**Four Hills**  
Education Trust

Where Every Step is Shaped with CARE

# Four Hills Education Trust

Registration reference: ZB928089

## Privacy Notice (How we use pupil information)

The categories of pupil information that we 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 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)

This list is not exhaustive.

### Why we collect and use pupil information and the legal basis we use to do this

We collect and use pupil information, for the following purposes:

Purpose	UK GDPR Legal Basis
To support pupil learning	Article 6(1)(e) – task carried out in public interest
To monitor and report on pupil attainment progress	Article 6(1)(e) – task carried out in public interest
To provide appropriate pastoral care	Article 6(1)(c) – comply with legal obligation Article 6(1)(d) – protect individuals vital interests Article 6(1)(e) – task carried out in public interest
To assess the quality of our services	Article 6(1)(e) – task carried out in public interest

To keep children safe (food allergies, or emergency contact details)	Article 6(1)(c) – comply with legal obligation Article 6(1)(d) – protect individual’s vital interests Article 6(1)(e) – task carried out in public interest
To meet the statutory duties placed upon us for DfE data collections	Article 6(1)(c) – comply with legal obligation Article 6(1)(e) – task carried out in public interest

In addition, concerning any special category data processed for the above purposes, the UK GDPR legal basis relied on is:

- Article 9(2)(a) – explicit consent
- Article 9(2)(c) – protect individual’s vital interests
- Article 9(2)(g) – substantial public interest

### Collecting pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from a previous school.

Pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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.

### 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 contact the school office.

### Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Contract Catering Service Provider
- School Nurse/NHS
- Four Hills Education Trust

### 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/permit us to do so.

We routinely share pupil information with a range of organisations to ensure your child receives the best possible education and support. This is a crucial part of our commitment to your child's well-being and academic journey. The organisations we share

data with are either legally entitled to this information or are essential partners in providing services to your child.

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### Why We Share Your Child's Information

To ensure your child receives the best possible education and support, we share their information with the following organizations. This practice is essential for a seamless and effective learning environment.

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### Organisations We Share Data With:

- **Schools Your Child Attends Next:** When your child moves on, we share their academic progress, attendance records, and any special educational needs. This helps the new school provide continuous, tailored support from the very first day.
- **Our Local Authority:** The local authority uses this data to manage and fund educational services, including school places and support for pupils with special educational needs. This ensures resources are allocated effectively across all local schools.
- **The Department for Education (DfE):** The DfE uses pupil data for national statistics, to monitor educational standards, and to inform policy. This ensures schools across the country are meeting educational targets and that policies are based on accurate data.
- **Contract Catering Service Provider:** We share limited, relevant information, such as dietary requirements or free school meal eligibility. This allows our catering provider to safely and effectively prepare and serve meals for all pupils.
- **School Nurse/NHS:** This is essential for your child's health and well-being. Sharing relevant medical information ensures that school nurses and other NHS professionals can provide timely and appropriate healthcare and support.
- **Four Hills Education Trust:** As part of our multi-academy trust, sharing data helps the trust provide oversight, support, and resource sharing across all its schools. This collaboration ensures high standards and consistent quality in education.

We are committed to protecting your child's data and only share what is necessary. All organizations we share data with are required to handle this information securely and confidentially, in accordance with data protection legislation.

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### Department for Education (DfE) Data Collection

We are legally required to share information about our pupils with the DfE, either directly or via our local authority, for statutory data collections. This is done under **The Education (Information About Individual Pupils) (England) Regulations 2013**, specifically through **'section 5**.

All data is transferred securely and held by the DfE with strong software and hardware controls, which meet the current government security policy framework.

For more information, please refer to the "How Government uses your data" section of our privacy notice.

All data is transferred securely and held by 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 data protection legislation, 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, contact the school office. The school office will then liaise with their Data Protection Officer – Rob Montgomery, IG@telford.gov.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject 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 DfE, please see the 'How Government uses your data' section of this notice.

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 01<sup>st</sup> September 2025.

## Contact

If you would like to discuss anything in this privacy notice, please contact the school office.

## How Government uses your data

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

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example 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 Department for Education (for example; 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 National Pupil Database (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**

The law allows the Department 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 DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department 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/dfE-external-data-shares>.

## **How to find out what personal information DfE hold about you**

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

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're 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 want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the

Department's personal information charter that is published at the address below:

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

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

