

All Saints Inter-Church Academy



Privacy Policy

April 2026

1. Introduction

Under UK data protection law, individuals have a right to be informed about how organisations use their personal data. All Saints Inter-Church Academy (“the Academy”) is committed to protecting the privacy and security of personal data and to processing it lawfully, fairly and transparently.

This Privacy Notice explains how we collect, use, store and share personal data about pupils. It should be read alongside any other privacy notices we issue, including those relating to parents/carers, staff and visitors.

The Academy is the data controller for the purposes of data protection law.

2. Our Details

Data Controller: All Saints Inter-Church Academy

General contact email: office@allsaints.cambs.sch.uk

Data Protection Officer (DPO): Mrs Rebecca Lawrence, School Business Manager, All Saints Inter-Church Academy

Contact: Email: office@allsaints.cambs.sch.uk, (FAO: Data Protection Officer)

3. The Personal Data We Hold About Pupils

The personal data we process about pupils is necessary to enable us to provide education, safeguard children, and fulfil our statutory duties.

This may include (but is not limited to):

Identity and Contact Information

- Name, address, telephone number and email address
- Date of birth
- Unique Pupil Number (UPN)
- Identification documents

Education and School Information

- Admissions data
- Pupil and curriculum records
- Assessment, test and examination results
- Attendance and punctuality records
- Behaviour, achievement and exclusion information

Characteristics and Welfare

- Ethnic background
- English as an additional language

- Free school meal eligibility and pupil premium data
- Special educational needs and disabilities (SEND)
- Safeguarding and child protection information

Medical and Support Information

- Medical conditions, allergies and health needs (including mental health)
- Details of support, care plans and involvement with external agencies

Additional Information

- Photographs and images (for identification, educational or publicity purposes)
- Information relating to the use of the Academy's IT systems and online learning platforms

We may also hold information received from other organisations, including previous schools, local authorities, the NHS and the Department for Education (DfE).

4. Why We Use Pupil Personal Data

We use pupil personal data in order to:

- Provide education and support pupil learning
- Monitor and report on progress and attainment
- Provide pastoral care and promote wellbeing
- Safeguard pupils and protect their welfare
- Manage attendance, behaviour and exclusions
- Support pupils with SEND or medical needs
- Communicate with parents/carers
- Administer admissions and transitions
- Arrange examinations and assessments
- Meet our statutory and legal obligations
- Support school improvement and accountability

5. Lawful Bases for Processing

Under the UK General Data Protection Regulation (UK GDPR), we only process personal data where the law allows us to do so.

The primary lawful bases we rely on are:

- Legal obligation – where processing is required to comply with the law
- Public task – where processing is necessary to carry out our official functions as a school in the public interest

In some limited circumstances, we may also rely on:

- Consent – for example, for certain optional activities or uses of photographs
- Vital interests – where processing is necessary to protect life

Where consent is relied upon, it can be withdrawn at any time. We will make this clear when consent is sought and explain how it can be withdrawn.

6. Special Category and Criminal Offence Data

Some personal data is classified as special category data, such as information relating to:

- Health
- Ethnicity
- Special educational needs

We only process special category data where we have a lawful basis and an additional condition under Article 9 UK GDPR, including:

- Explicit consent
- Substantial public interest (including safeguarding and equality duties)
- Health or social care purposes
- Vital interests

Criminal offence data is processed only where legally permitted and with appropriate safeguards.

7. How We Collect Pupil Data

We collect pupil personal data from:

- Parents/carers and pupils directly
- Application and registration forms
- The Academy's management information systems
- Common Transfer Files (CTF) from previous schools
- Local authorities, the DfE and other public bodies
- Information generated during the course of education and support

Some information is mandatory. Where this is the case, we will explain why it is required and the consequences of not providing it.

8. How We Store Pupil Data

We store personal data securely, both electronically and in paper form, and restrict access to those who need it to carry out their duties.

We retain pupil data in line with the Information and Records Management Society (IRMS) Retention Schedule for Schools and Academies. Data is disposed of securely when no longer required.

9. Data Sharing

We do not share pupil personal data with third parties unless the law allows or requires us to do so.

Depending on the purpose, we may share information with:

- The local authority
- Other schools or education providers
- The Department for Education
- Examination and awarding bodies
- Ofsted
- Health and social care services
- External support agencies
- Suppliers and service providers acting on our behalf
- Professional advisers
- Police, courts and other authorities where required by law

All organisations with whom we share data are required to keep it secure and use it lawfully.

10. International Data Transfers

Where personal data is transferred outside the United Kingdom, we ensure that appropriate safeguards are in place in accordance with data protection law.

11. How Government Uses Pupil Data

We are required to share certain pupil data with the Department for Education (DfE) as part of statutory data collections, including the school census.

This data supports:

- School funding allocations
- Education policy monitoring
- Accountability and inspection
- Long-term educational research

Some data is stored in the National Pupil Database (NPD), which is held securely by the DfE.

Further information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

12. Pupils' and Parents' Data Protection Rights

Under data protection law, individuals have the right to:

- Access their personal data
- Request rectification of inaccurate or incomplete data
- Request erasure in certain circumstances
- Request restriction of processing

- Object to processing in limited situations
- Request data portability (where applicable)
- Not be subject to decisions based solely on automated processing

Pupils aged 12 and over are generally considered capable of exercising their own data protection rights, unless there is evidence to the contrary. Parents/carers may act on behalf of younger pupils or where appropriate.

Requests should be submitted to: office@allsaints.cambs.sch.uk

13. Complaints

If you have any concerns about how the Academy uses personal data, please contact us in the first instance.

Data Protection Officer: Mrs Rebecca Lawrence (Email: office@allsaints.cambs.sch.uk)

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO):

- Online: <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

14. Further Information

For more information about how the Department for Education processes personal data, see: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

15. Review

This Privacy Notice will be reviewed regularly and updated as necessary in response to changes in legislation, guidance or the Academy's data processing activities.