

PUPIL PRIVACY NOTICE

WHY DO WE COLLECT AND USE PUPIL INFORMATION?

We collect and use pupil information under the principle of the General Data Protection Regulations (GDPR) which states that data is used for “specified, explicit and legitimate purposes”. We use pupil data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing

Pupil information which we collect, hold and share include:

- personal information (i.e. name, unique pupil number and address)
- characteristics (i.e. ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (i.e. sessions attended, number of absences and absence reasons)
- ID verification documents for Nursery Provision (i.e. birth certificate)

COLLECTING PUPIL INFORMATION

Generally, the school / trust receive personal data from the individual directly (including, in the case of pupils, from their parents / carers). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However, in some cases personal data may be supplied by third parties (for example another school, or other professionals or authorities working with that individual).

We process pupil information in order to “exercise the official authority vested in us” to deliver education to our pupils. Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you when your consent is required, for example in respect of racial or ethnic origin, religion, or where we intend to use photographs or biometric finger prints.

STORING PUPIL DATA

We keep personal information about pupils and parents/carers whilst the pupil is attending our school / trust. We may also keep it beyond their attendance at our academy if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request).

We have security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We don’t currently put your personal information through any automated decision making or profiling process. This means we don’t make decisions about you using only computers without any human involvement. If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

WHY WE 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 are required to share information about our pupils with the (DfE) under Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.



WHO DO WE SHARE PUPIL INFORMATION WITH?

We routinely and/or occasionally share pupil information with:

- Wakefield (and other) Local Authorities
- Department for Education (DfE)
- Ofsted
- NHS / Police / Emergency Services
- Arbor Management Information Service (MIS) / Hello Data
- CPOMs
- School IT Service Provider
- Social Services
- Educational Psychology Services
- Speech & Language Therapists (SALT)
- Children & Adolescent Mental Health Services (CAMHS)
- Trip organisers (and insurers)
- Other schools/academies/colleges/MATs
- School Photographers
- School communication service
- Peripatetic agencies
- Software providers including educational apps
- Sports/extra curriculum providers
- School Lunch Provider
- School Milk Provider

DATA COLLECTION REQUIREMENTS

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the DfE 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. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools> To find out more about the NPD, go to:

[Find and explore data in the National Pupil Database - Find and explore data in the National Pupil Database - GOV.UK](#)

The Department may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of our data is maintained, and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data.



01924 679683



High Street, Cawthorpe, Ossett, West
Yorkshire, WF5 9QP



enquiries@inspirepartnership.org.uk

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: [Find and explore data in the National Pupil Database - Find and explore data in the National Pupil Database - GOV.UK](#)

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: [Find and explore data in the National Pupil Database - Find and explore data in the National Pupil Database - GOV.UK](#)

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

REQUESTING YOUR PERSONAL DATA

Under GDPR, parents/carers have the right to request access to information about themselves or their child, which we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

To be given access to your child's educational record please contact the Headteacher in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection Regulations.

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a personal data complaint. Please see our Complaints Policy for further information. Our Complaints Policy can be found on our [website](#).

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the school / academy directly via the main office or the Trust centrally at

enquiries@inspirepartnership.org.uk.

We will acknowledge your complaint within 30 days and respond without undue delay.

The ICO is contactable at:

www.ico.org.uk

Wycliffe House Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113



FURTHER INFORMATION

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

WNTAI Services- Data Protection Officer. % Inspire Partnership, High Street, Gawthorpe, Ossett WF5 9QP Email: dpo@wntai.co.uk

OTHER DISCLOSURES

We will advise you at the time, should we wish to disclose your child's data to any other appropriate third party (i.e. new contractors/partners) and this Privacy Notice will be updated accordingly

ARTIFICIAL INTELLIGENCE (AI)

We are harnessing the opportunities and benefits Artificial Intelligence (AI) can bring. The use of AI within our Trust is tightly controlled. We use AI to help automate some of the manual tasks we need to complete. AI helps us with data driven decision making, repetitive and rule-based tasks, and predictive analytics. We do not routinely use personal data when using AI. If we do use personal data, we ensure a Data Protection Impact Assessment has been completed to identify any risks in the process for data subjects.

USING AI AND YOUR CHILD'S PERSONAL DATA (FOR PARENTS AND CARERS)

At Inspire Partnership, we use Innovation to support excellence in the classroom. We use secure digital tools (such as Arbor, Class Dojo, and CPOMS) that may use Artificial Intelligence (AI) to help teachers plan lessons, track attendance, or support safeguarding.

To protect your child's privacy, we ensure that:

- People are in charge: We do not use 'automated decision-making' for important matters like grades or support needs. A member of staff (a 'Human in the Loop') always reviews AI insights before a decision is made.
- Data is secure: We only use vetted platforms that keep data private. Pupil information is not shared with public AI tools or used to train external models.
- Review and Oversight: We regularly review our digital tools to ensure they align with our high standards and the Data (Use and Access) Act 2025.

You have the right to ask how these tools are used or to request a human review of any automated process. Please contact your school office for more information.



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USING SMART TECHNOLOGY AND AI TO HELP YOU LEARN (FOR PUPILS)

At our Trust, we love using Innovation to make your learning exciting! To do this, we sometimes use smart computer tools called Artificial Intelligence (AI). We use these tools to help your teachers plan great lessons, find ways to support you better, and keep everyone safe. Here is our promise to you about using these 'smart' tools:

- Teachers are in charge: A computer will never be the only thing that makes a big decision about you. Your teachers always have the final say; we call this having a 'Human in the Loop.'
- Your information is safe: We follow the law to make sure your private information is locked away safely. We never let outside computers use your work or your name to 'learn' or 'train' themselves.
- You can ask questions: If you are ever worried about how a computer tool is being used in your classroom, you can always talk to your teacher or another adult you trust. We are Proud to use technology to help you succeed, but your safety and happiness always come first.

