

PAT PRIVACY NOTICE – PARENTS, CARERS AND PUPILS

January 2026

*Together, creating opportunity
and aspiration for every child*



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December 2024	V2.0	January 2026	July 2027	DoO

1. Introduction

The Priestley Academy Trust is committed to protecting the privacy and security of personal data.

Under data protection law, individuals have a right to be informed about how we use any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils, parents and carers, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Priestley Academy Trust is the 'data controller' for the purpose of data protection law. The DPO service is provided by Fusion HR.

1. Who we are

Organisation	Address	Email	Phone number	Data Protection Officer
The Priestley Academy Trust	Head Office c/o Green Lane Primary School Green Lane Bradford BD8 8HT	info@priestley.academy	01274 009030	dpo@feps.co.uk
Atlas Community Primary School	Lincoln Close Manningham Bradford BD8 8DL	atlas@priestley.academy	01274 495190	dpo@feps.co.uk
Green Lane Primary School	Green Lane Manningham Bradford BD8 8HT	greenlane@priestley.academy	01274 774644	dpo@feps.co.uk
Lilycroft Primary School	Lilycroft Road Manningham Bradford BD9 5AD	lilycroft@priestley.academy	01274 543357	dpo@feps.co.uk
Margaret McMillan Primary School	Scotchman Road Heaton Bradford BD9 5DF	margaretmcmillan@priestley.academy	01274 495934	dpo@feps.co.uk
Miriam Lord Primary School	Bavaria Place Manningham Bradford BD8 8RG	miriamlord@priestley.academy	01274 496611	dpo@feps.co.uk
Westbourne Primary School	Skinner Lane Bradford BD8 7PL	westbourne@priestley.academy	01274 483138	dpo@feps.co.uk

2. The personal data we collect and hold

Personal data that we may collect, use, store and share (when appropriate) about pupils, parents and carers includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs, child protection information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including the care package, plans and support providers
- Photographs
- CCTV images captured in school
- Emergency contact details for parents and carers

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, and the Department for Education (DfE).

We also hold parent/carers information such as name, contact details (email, phone number, address).

3. Why we collect and process this data

We collect this data in accordance with requirements set out in certain laws/regulations including but not limited to:

- The Education Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in education (KCSIE) guidance

We use this data to:

- Support pupil learning
- Monitor and report pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To be able to contact you in the event of an emergency

4. Our lawful basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where we need to :

- Comply with a legal obligation
- Perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parent, carer or pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

5. Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

We regularly request updated information from parents/carers.

6. How we store this data

We ensure appropriate technical and organisational measures are in place to ensure personal data is stored and processed securely.

Data will be stored in a range of different places, including The Trust's network, cloud-based infrastructure and hard copy filing systems.

The Trust's employees who have access to your personal data will respect the confidentiality of that data.

The Trust has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is only accessed by our employees in the proper performance of their duties.

We store personal data about pupils while they are attending school securely in accordance with the Trust's Data Protection Policy. The data will not be held for longer than is necessary and will be disposed of safely when it is no longer required.

We may also keep it beyond a pupil's attendance at school if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about pupils, parents and carers. This is available on via our website:

www.priestley.academy/Policies - Priestley

7. Data sharing

We will not share your data with anyone without your consent to do so unless required by law and our policies allow us to do so.

8. Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about pupils with the DfE either directly or via the Local Authority for the purpose of data collections, under: section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.

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.

In some circumstances, we may also share data with:

- Educators and examining board
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Surveys and research organisations
- Health authorities (NHS)
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We may also share data with the other professionals/contractors if a pupil has signed up to a club or event (e.g. musical instrument tutor).

9. Transferring data internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

10. Parents, carers, and pupils' rights regarding personal data

Under data protection legislation, individuals have a right to make a 'subject access request' to gain access to personal data that we hold about them.

Parents/carers can make a request with respect to their child's data where the pupil is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the pupil has provided consent. Parents/carers also have the right to make a subject access request with respect to any personal data we hold about them.

If you make a subject access request, and if we do hold data about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the data in an intelligible form

Individuals also have the right for their personal data to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the school office.

11. Other rights regarding your personal data

Under data protection law, individuals have certain rights regarding how their personal data is issued and kept safe, including the right to:

- Object to the use of personal data if it would cause, or causing damage or distress
- Prevent is being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the school office.

12. Complaints

We take any complaints about our collection and use of personal data very seriously. If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the school office – in accordance with the Trust's Concerns and Complaints Policy.

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO service provider, Fusion HR: dpo@feps.co.uk

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office:

- Report a concern online at www.ico.org.uk
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

The Priestley Academy Trust reserves the right to update this Privacy Notice at any time. Any changes will be posted on our website and, where appropriate, notified to you directly.