



**Privacy Notice:
Students and Their Families
Educational settings**

**December 2025
Review December 2027**

Updated by Brett Runchman – Director

Privacy notice – How the School Uses Student Information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – Name, unique student number, contact details and address.
- **Characteristics** – Ethnicity and language.
- **Safeguarding information** – Court orders and professional involvement.
- **Special educational needs and disabilities (SEND) information** – Any additional needs.
- **Medical and administration** – Doctors' information, general health, dental health, allergies, medication and dietary requirements.
- **Attendance** – Sessions attended, number of absences, reasons for absences and any previous schools you have attended.
- **Assessment and attainment** – Any relevant test and exam results.
- **Behavioural information** – Exclusions and any relevant alternative provision put in place.

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support student learning.
- To monitor and report on student attainment and progress.
- To provide appropriate pastoral care.
- To assess the quality of our services.
- To keep students safe.
- To meet legal duties placed on us by the government.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing student information are outlined in our GDPR policy.

How do we collect your information?

We collect your personal information via the following methods:

- Registration forms.
- Child protection plans.
- Signed Privacy Notice (annual).
- Records of transition
- Records of interaction with outside agencies on a need to know basis

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy.

For more information about how we keep your information safe, please see the school's Data and Cybersecurity Breach Prevention and Management Plan, which can be found on the cloud.

Who do we share your information with?

We routinely share your information with:

- The local authority (LA).
- The Department for Education (DfE).
- Schools that you go to after leaving us.
- Youth support services.
- The National pupil database.

Department for Education (DfE)

- 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 our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

The National Pupil Database (NPD)

- The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources, including schools, local authorities and awarding bodies.
- The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve and promote the education and well-being of children in England.
- The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target and evaluate policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

Sharing by the Department for Education (DfE)

- DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.
 - For information about which organisations the Department for Education (DfE) 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>

Why do we share your information?

We do not share information about you with anyone without your consent unless the law and our policies allow us to do so.

Sharing this information allows them to provide the following services:

- Youth support services.
- Careers advisers.
- Post-16 education and training providers.

The information we share is limited to the student's name, address and date of birth, however, where a parent or guardian has provided their consent, other relevant information will be shared. This right to consent is transferred to students once they reach 16 years of age.

We securely transfer information to the youth support services as detailed in our safeguarding policy.

The youth support services store and retain this information in line with their policies:

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or to be given access to your child's educational record, contact admin@exceptional-ideas.co.uk

You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed.'
- The right to ask us for copies of your personal information we have about you, this is called 'right of access,' this is also known as a subject access request (SAR), data subject access request or right of access request.
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification.'
- The right to ask us to delete your personal information – this is called 'right to erasure.'
- The right to ask us to stop using your information – this is called 'right to restriction of processing.'
- The 'right to object to processing' of your information, in certain circumstances.
- Rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you do not have the right to object, but you have the right to withdraw consent.

If you have a concern 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 'raise a concern with ICO.'

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

This privacy notice policy will be reviewed every two years – next review due December 2027.

Privacy Notice Declaration

I, (student or parent name), declare that I understand:

- The categories of my personal information Exceptional Ideas Ltd collects and uses.
- Exceptional Ideas Ltd has a lawful basis for collecting and using my personal information.
- Exceptional Ideas Ltd may share my information with the DfE, LA and other stated organisations.
- Exceptional Ideas Ltd does not share information about me with anyone without my consent unless the law and our policies allow them to do so.
- My information is retained in line with Exceptional Ideas Ltd.'s Records Management Policy.
- My rights to the processing of my personal information.

Student

Name:

Parent

Name:

Signature:

Date:

For school use only

Date privacy notice last updated:
