



EDUCATION MY LIFE MATTERS

Privacy Notice

for

Pupils, Parents and Carers

Use of Your Personal Data

2026-2027

Creation Date:	July 2026		
Date of last review:	July 2026	Author:	CEH
Date of next review:	July 2027	Owner:	Candice Laidley
Type of policy:	☒ Company-wide ☐ Tailored by unit	Approval:	
Key Contact Email:	Info@emlm.org.uk		

We may share personal information about you with the following international third parties, where different data protection legislation applies:

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law

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1. Introduction

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have the right to be informed about how their personal data is collected and used.

This privacy notice explains how we collect, store, and use personal data about pupils, parents, and carers of pupils at our school.

We, Education My Life Matters (EMLM), are the 'data controllers' for the purposes of data protection law.

Our **Data Protection Officer is Candice Laidley.**

2. The personal data we 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 and contact preferences (such as pupil name, address, parental/carers email address and telephone numbers)
- › Curricular records
- › Results of internal assessments and external examinations
- › Characteristics, such as ethnic background, eligibility for Free School Meals (FSM) or special educational needs
- › Safeguarding information including court orders or professional involvement
- › Attendance information
- › Behaviour and achievement records
- › Exclusions, suspensions and alternative provision information (where applicable)
- › Medical, dietary and accessibility information
- › SEND information, Education Health and Care Plans (EHCPs) where applicable
- › Unique Pupil Number (UPN) and learner identifiers
- › Photographs used for identification purposes
- › Online learning platform accounts and school email accounts
- › Audit logs, electronic identifiers and records of access to school systems
- › Details of your family circumstances
- › Records of your correspondence and contact with us
- › Details of any complaints you have made
- › Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This is only used when we have a lawful basis, as set out above and 1 of the following conditions for processing as set out in UK data protection law:

- › Information about any health conditions you have that we need to be aware of
- › Photographs (where they reveal special category data or are used for identification purposes), CCTV images and other security recordings captured

on school premises. CCTV and other security systems are operated for safeguarding, crime prevention, health and safety and the protection of pupils, staff and school property

- › Explicit consent has been obtained to use your personal data in a certain way
- › Information in relation to employment, social security or social protection law
- › An individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- › The data concerned has already been made manifestly public by you
- › Process data for exercise or defence of legal claims
- › We need to process it for reasons of substantial public interest as defined in legislation
- › We need to process it for health or social care purposes, and the Processing for health or social care purposes, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- › Archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

Criminal offence data will only be processed where there is a lawful basis and where it is necessary to fulfil safeguarding or legal obligations.

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

3. Why we use this data

We use this data to:

- a) Report about on a pupil's learning, assessments and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Promote the school (via newsletters, website, with appropriate consent)
- g) Comply with our legal and statutory obligations
- h) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- i) Fulfil our safeguarding duties under statutory guidance
- j) Support attendance monitoring and pupil wellbeing
- k) Support SEND provision
- l) Meet our obligations under Keeping Children Safe in Education
- m) Maintain the security of our IT systems and prevent cyber threats
- n) Operate appropriate filtering and monitoring systems
- o) Administer educational visits and health and safety arrangements
- p) Complete statutory data returns to the Department for Education

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason

and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law

3.1 Use of personal data in automated decision making and profiling

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including parental/carers right to object to it.

3.2 Use of Digital Systems, Online Safety and Artificial Intelligence

EMLM may monitor and manage the use of artificial intelligence (AI) and generative AI tools on school devices and accounts in accordance with its ICT, data protection and safeguarding policies. Staff must not enter confidential, personal or sensitive information into AI systems unless authorised to do so and appropriate safeguards are in place.

In line with statutory safeguarding guidance, EMLM uses filtering and monitoring systems to help protect learners, staff and school systems from inappropriate, harmful or unlawful online activity. These systems may monitor the use of school devices, networks, email, cloud-based services and internet access where this is necessary and proportionate to meet our safeguarding, legal and cybersecurity obligations.

Activity undertaken on school-owned devices may be logged where necessary to investigate safeguarding concerns, cyber security incidents or misuse of school systems.

The school's use of artificial intelligence technologies will be reviewed regularly to ensure compliance with UK GDPR, safeguarding requirements, Department for Education guidance and the school's own policies.

4. Our legal basis for using this data

We collect and use personal information about pupils, parents and carers under one or more of the following lawful bases contained within Article 6 UK GDPR:

- Article 6(1)(b) – performance of a contract
- Article 6(1)(c) – compliance with a legal obligation
- Article 6(1)(e) – performance of a task carried out in the public interest
- Article 6(1)(d) – protecting vital interests where necessary
- Article 6(1)(a) – consent, where appropriate.

Where we process special category personal data, we do so in accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

5. Collecting this information

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

Whenever we seek to collect information from our parents/carers about their child, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- › Local authorities
- › Government departments or agencies
- › Your children
- › Police forces, courts or tribunals
- › Other schools
- › NHS
- › Early Help Services
- › Health professionals
- › Previous educational settings
- › Multi-agency safeguarding partners

6. How we store this data

We keep personal information about parents, carers and learners only whilst they are attending EMLM. This is kept in both electronic and paper formats. When learners move to a new School, we transfer their educational records to their new school in accordance with statutory requirements. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations. All stored data is kept according to the Information and Records Management Society (IRMS) Schools Toolkit and retained and securely destroyed in accordance with the school's Records Retention Schedule.

Access to personal information is restricted to authorised staff who require it for their role.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who will see this personal data?

We do not share information about any pupil with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about pupils with:

- › Our local authority -Lewisham – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- › The Department for Education – to satisfy our legal requirements to report to them
- › National Pupil Database – as part of statutory data collections such as the School Census

- › Changing Schools - we pass pupil information onto schools/colleges your child transfers to after leaving us as per <https://www.legislation.gov.uk/uksi/2005/1437/regulation/9/made>
- › Our regulators (for example, Ofste) and external auditors
- › Suppliers and service providers -to enable them to provide the service we have contracted them for
- › Health authorities where required to support the administration of healthcare programmes
- › Social welfare organisations, where necessary to provide the support and services on our behalf
- › Charities and voluntary organisations, where required to deliver educational activities or support services
- › Police forces, courts, tribunals-in accordance with legal requests made by them
- › NHS
- › School Nursing Service
- › CAMHS (where appropriate)
- › Early Help services
- › Virtual School Head
- › Multi-agency safeguarding partners
- › LADO
- › Channel/Prevent partners
- › Examination boards
- › School transport providers
- › Educational software providers
- › Cloud service providers
- › IT support providers
- › Professional advisers

We only share the minimum amount of personal information necessary and only where there is a lawful basis for doing so.

Where personal data is transferred to a country or territory outside the UK, we will ensure that appropriate safeguards are in place in accordance with UK GDPR. Where required, we will only transfer personal data where there is an adequacy decision, appropriate contractual safeguards, or another lawful transfer mechanism. Further information about these safeguards is available from the Data Protection Officer on request.

8. Parent, Carers and Pupils' rights regarding personal data

The UK General Data Protection Regulations (UK GDPR) and associated Data Protection Act 2018 allow parents and pupils the right to access the information that a school holds about them. Additionally, the Education Act 1996 allows parents the right to access most of their child's educational records. Individuals have a right to

make a **Subject Access Request** to gain access to personal information that the School holds about them.

Parents or carers may exercise data protection rights on behalf of their child where the child is not considered sufficiently mature to understand those rights. Where a pupil is considered competent to exercise their own rights, the school will respond directly to the pupil, taking account of their age, maturity and understanding.

To make a request for information please use the contact details that can be found at the end of this notice.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- › 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
- › 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 information in an intelligible form

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

Under UK GDPR, individuals have the right to:

- be informed about how their personal data is used
- request access to their personal data
- request that inaccurate or incomplete data is corrected
- request erasure of personal data where applicable
- request restriction of processing in certain circumstances
- object to processing where appropriate
- request data portability where applicable
- withdraw consent where processing is based on consent; and
- lodge a complaint with the Information Commissioner's Office (ICO).

9. CCTV

EMLM uses Closed Circuit Television cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

CCTV recordings are retained only for as long as necessary in accordance with the school's Records Retention Schedule unless required for the investigation of an incident.

10. Complaints

If you have concerns about how we have used your personal information, please contact the school's Data Protection Officer in the first instance. If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). Further information is available at www.ico.org.uk.

11. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** at c.laidley@emlm.org.uk.