



St Peter's
Collegiate Academy

Privacy Notice for Students and Their Families

Owner:	Business Manager/Head of ICT & Systems TST
Review by:	Local Governing Body
Last Reviewed and Adopted:	November 2025
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Numquam Frustra



'Life in all its fullness'

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Schools have a duty to inform students and their families of how they process the data that is in the school's control. We comply with this right by providing students and their families with a privacy notice which explains how we collect, store and use their personal data.

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

- Personal identifiers and contacts – e.g. name, unique student number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals including National Insurance numbers
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs you have
- Medical and administration – e.g. doctors' information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place
- Images of students engaging in academy activities and images captured by the academy's CCTV system in accordance with the academy's CCTV Policy.
- Destinations – e.g. following an in year move and higher education providers
- Biometric – for cashless catering system

We collect and use student information for the following reasons:

- To support student learning in accordance with the lawful basis of: legal basis
- To monitor and report on student attainment and progress in accordance with the lawful basis of: legal basis
- To provide appropriate pastoral care in accordance with the lawful basis of: legal basis
- To assess the quality of our services in accordance with the lawful basis of: vital interest
- To keep students safe in accordance with the lawful basis of: legal basis
- To meet legal duties placed on us by the government in accordance with the lawful basis of: legal basis
- To comply with the law regarding data protection in accordance with the lawful basis of: legal basis
- To administer admissions waiting lists in accordance with the lawful basis of: vital interest
- To assess eligibility for free school meals and other grants in accordance with the lawful basis of: public task

How do we collect your information?

St Peter's Collegiate Academy collects personal information from you and your parents/carers and we may also receive information from your previous school, Local Authority and/or the Department for Education (DfE).

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we process your information?

Under the General Data Protection Regulation (GDPR) Article 6, we are required to have a legal basis for processing your information and do so under the following basis:

- Your consent.

You or your parent or carer have given clear consent for the Academy to process your personal data for a specific purpose. Consent can be removed at any time by contacting the Academy's Data Protection Lead at datacontroller@speters.org.uk

- We have a contractual obligation.

The processing is necessary for a contract we have, or because we are required to take specific steps before entering into a contract.

- We have a legal obligation.

The processing is necessary for us to comply with the law.

- We have a vital interest.

The processing is necessary to protect a person's life and/or wellbeing.

- We need it to perform a public task.

The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

- We have a legitimate interest.

The processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

How do we store your information and how long do we store it for?

We hold student data securely according to statutory requirements and for the set amount of time as shown in our Records Management Policy as well how we dispose of data when the time frame ends. This policy is available to view on the academy website under the About – Policies tab.

Who do we share your information with?

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

We routinely share your information with:

- The Local Authority (Wolverhampton City Council) – to meet our legal obligations to share personal information such as safeguarding concerns and exclusions
- The Department for Education – to fulfil our statutory obligations
- Schools that you go to after leaving us - to help with the education and support of these students
- NHS and School Nurses – to enable them to provide immunisations and advice on health
- Suppliers and service providers including providers of online learning tools, online payment systems, information management systems and communications software, trip organisers, work experience co-ordinators, Universities and Colleges Admissions Services, the academy caterers, free school meals providers, music tuition services and photographers –to help with the education of our students
- Examination bodies and awarding organisations – examination entry information
- Ofsted – to enable inspections and regulation of services that care for children and young people
- The providers of our IT systems – to enable delivery of the curriculum within the academy and remotely
- Health and social welfare organisations – GPs, hospitals, children's services, education psychology services who look after students' medical and social needs
- Professional bodies, advisers and consultants - who may provide specialist information and support
- Charities and voluntary organisations – to provide specialist information, advice and guidance

- Police forces, courts, tribunals – who may require information and support with elements of the legal process

We do not engage in the transfer of personal data to jurisdictions outside of the United Kingdom. All data processing activities are conducted strictly within the United Kingdom to ensure compliance with local data protection regulations.

Youth support services

Once our students reach the age of 13, we pass student information to our local authority (LA) and/or provider of youth support services because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996.

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 has provided their consent, other relevant information will be shared – this right to consent is transferred to students once they reach 16-years-old.

Information is securely transferred to the youth support services via password protected documentation.

Department for Education (DfE)

The DfE collects personal information from us through various collections the Academy is required to undertake legally. We are required to share information about students with the DfE either directly or via our LA for the purpose of those data collections, under Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Student Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

Sharing by the DfE

The DfE is legally allowed to share students' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of students
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 students per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares student information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

Please note: The lawful basis used for processing your information can impact the rights available to you, for example if we have your consent to process your data, you do not have a right to object to that processing, however you do have a right to withdraw the consent at any time.

How long is your data stored for and how is it disposed of?

Personal data is stored according to statutory requirements and for the set amount of time shown in the academy's Records Management Policy which also details the secure ways data is deleted or destroyed

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected or to comply with legal requirements.

If you want to request access to the personal information that we hold about you, please contact the Academy's Data Protection Officer at GDPR Sentry at info@gdprsentry.com, telephone 0113 804 2035, or contact the Academy's Data Protection Lead at datacontroller@stpetersacademy.org.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with the Academy's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our academy processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our Academy uses your personal data, you should let us know by contacting the Academy's Data Protection Officer GDPR in Schools Ltd at dpois@gdprschool or telephone 020 3961 0110.

Updating this Privacy Notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in November 2025.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Academy's Data Protection Officer GDPR Sentry Ltd at info@gdprsentry.com or telephone 0113 804 2035.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website or the Gov.UK website.