

January 2026

Next Review date: January 2028

Privacy Notice

Students

This privacy notice applies to all academies managed by Wootton Academy Trust (WAT).



**Wootton
Academy Trust**

Person responsible: Chief Finance and Operating Officer

Reviewed by: Executive Headteacher

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Overview

Under UK data protection law individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Wootton Academy Trust, are the 'data controller' for the purposes of data protection law within our schools. Our schools currently include Wootton Academy and Kimberley Sixth Form College.

Our Data Protection Officer is the Chief Finance and Operating Officer for Wootton Academy Trust.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school/college.

For the same reasons, we get information about you from some other places too – like other schools and academies, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your biometric information, like fingerprints which are used in some of our canteens
- Your characteristics, like your ethnic background, your first language or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school/college, including to:

- Get in touch with you and your parents/carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the Trust or academy as a whole is performing
- Look after your wellbeing
- Providing access to applications and online services to further your learning

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- We need to use it to carry out a contract

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Change of Purpose

We will only use your personal information for the purposes for which we 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 we will explain the legal basis which allows us to do so.

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.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a student at our Trust. We may also keep it after you have left the school, where we are required to by law.

We have a Record Management and Retention Policy which sets out how long we must keep information about students.

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.

Data Sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

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

- Our local authority to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education to meet our statutory obligations for school funding and educational attainment policy and monitoring.
- Your family and representatives
- Educators and examining bodies to meet your assessment obligations
- Our regulator, the organization or 'watchdog' that supervises us,
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Financial organisations to enable payments for trips, catering etc. to be processed
- Central and local government to meet our statutory obligations
- Our auditors
- Health authorities and health and social welfare organisations to ensure the well-being and safety of individuals
- Professional advisers and consultant related to help us to improve education
- Charities and voluntary organisations
- Police forces, courts, tribunals to fulfil our legal obligations

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Youth Support Services

Once you reach the age of 13, we are legally required to pass on certain information about you to Bedford Borough Council as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Bedford Borough Council.

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with UK data protection law.

Your Rights

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, 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 information in an intelligible form.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request please contact the Trust's Data Protection Officer, using the contact details below.

Your other rights regarding your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

To exercise any of these rights, please contact our Data Protection Officer using the contact details below.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. To make a complaint, please follow our complaints procedure.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mr M Mieczkowski, Data Protection Officer, Wootton Academy Trust, Hall End Road, Wootton, Bedford MK43 9HT
- Email: dpo@wootton.beds.sch.uk

This notice is based on the Department for Education's model privacy notice amended to reflect the way we use data in the Trust.