

Privacy Notice for Pupils and Parents/Carers

1. Introduction

Educ8 is committed to protecting the privacy and security of personal information and to being transparent about how information relating to pupils and their parents or carers is collected, used, stored and shared.

This privacy notice explains how the relevant Educ8 company processes personal information relating to pupils and their parents or carers in connection with the provision of education, alternative provision and associated services.

Personal information is processed in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice should be read alongside Educ8's General Data Protection Policy and, where relevant, its Safeguarding and Child Protection Policy and Information Sharing Policy.

2. Who is the Data Controller?

Educ8 operates through a number of separate legal entities. Each Educ8 company is separately registered with the Information Commissioner's Office (ICO).

The **data controller** is normally the Educ8 company responsible for the school, provision or service attended by the pupil. That company is responsible for determining how and why personal information is processed.

Certain administrative and support functions are provided centrally by **Educ8 Business Consultancy Ltd (EBC)** on behalf of other Educ8 companies. These may include finance, HR, IT, quality assurance, compliance, governance and other central support services.

Where personal information is processed through these arrangements, it will be handled in accordance with applicable data protection legislation and Educ8's data protection policies and procedures.

If you are unsure which Educ8 company is the data controller for your information, please contact the Data Protection Officer using the details at the end of this notice.

3. Data Protection Principles

Educ8 will process personal information in accordance with the data protection principles.

Personal information will be:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- retained for no longer than is necessary; and
- processed securely and protected against unauthorised or unlawful processing and accidental loss, destruction or damage.

Educ8 is responsible for demonstrating compliance with these principles.

4. Personal Information We May Collect

The information Educ8 collects will depend upon the pupil's circumstances and the education or services being provided.

This may include:

- pupil and parent/carer names, addresses and contact details;
- date of birth, age and gender;
- emergency contact information;
- information about family circumstances and relevant relationships;
- previous and current education information;
- admission and placement information;
- attendance, absence and punctuality information;
- academic records, assessments, progress, attainment and qualifications;
- behaviour, exclusions, suspensions and pastoral information;
- Special Educational Needs and Disabilities (SEND) information;
- Education, Health and Care Plans (EHCPs) and related information;
- health, medical and dietary information;
- safeguarding and child protection information;
- information concerning Children in Need, Child Protection Plans, looked-after children and other involvement with children's services where applicable;
- information about disabilities and reasonable adjustments;
- photographs, video or other images where appropriate;
- information relating to educational visits, activities and enrichment;
- careers, destinations and progression information;
- examination, assessment and awarding organisation information;
- information concerning funding, commissioning and the pupil's placement;
- correspondence and communications with pupils, parents/carers and professionals; and

- information relating to complaints, concerns or other matters involving the pupil.

Educ8 may also process **special category personal information**, including information about health, disability, racial or ethnic origin, religious or philosophical beliefs and other particularly sensitive information.

Safeguarding records may also contain information relating to criminal offences or allegations concerning the pupil or other individuals.

5. How We Collect Personal Information

Personal information will usually be obtained directly from pupils and their parents or carers.

Educ8 may also receive information from other sources, including:

- previous or current schools and education settings;
- local authorities and commissioning bodies;
- children's social care and safeguarding partners;
- health professionals and services;
- police and other law-enforcement bodies;
- SEND services and professionals;
- educational psychologists and other specialists;
- alternative provision providers;
- examination and awarding organisations;
- government departments and agencies;
- other professionals involved with the pupil or family; and
- other lawful sources where necessary to provide education, meet safeguarding responsibilities or comply with legal obligations.

Information may be held within Educ8's management information systems, safeguarding systems, electronic records, email systems and other approved systems.

6. Why We Process Personal Information

Educ8 processes pupil and parent/carers information for purposes including:

- providing education and supporting learning;
- managing admissions, placements and transitions;
- monitoring and supporting academic progress and attainment;
- monitoring and improving attendance and punctuality;
- supporting behaviour, wellbeing and personal development;
- identifying and meeting SEND and additional needs;
- safeguarding and promoting the welfare of children;
- providing appropriate pastoral and family support;
- managing medical needs and responding to emergencies;

- communicating with pupils and parents/carers;
- managing examinations, assessments and qualifications;
- meeting local authority and commissioner requirements;
- supporting transitions between education settings;
- maintaining appropriate educational and safeguarding records;
- monitoring equality of opportunity;
- fulfilling funding and financial administration requirements;
- managing complaints, concerns and legal matters;
- monitoring and improving the quality of education and Educ8's services;
- complying with inspection, regulatory and statutory requirements; and
- complying with Educ8's legal and safeguarding obligations.

7. Our Lawful Bases for Processing

Educ8 will only process personal information where there is a lawful basis for doing so.

Depending upon the information and purpose, this may include:

- compliance with a **legal obligation**;
- performance of a **task carried out in the public interest**, where applicable;
- Educ8's **legitimate interests**, where those interests are not overridden by the individual's rights and freedoms;
- performance of, or steps connected with, a **contract**;
- protection of someone's **vital interests**; and
- **consent**, where consent is the appropriate lawful basis.

Where special category information is processed, Educ8 will also identify an appropriate additional condition under data protection legislation. This may include substantial public interest, safeguarding of children and individuals at risk, health or social care purposes, legal claims or other applicable statutory conditions.

Educ8 will not rely on consent where another more appropriate lawful basis applies.

8. Safeguarding and Information Sharing

Effective information sharing is an important part of safeguarding and promoting the welfare of children.

Educ8 may share relevant information where this is necessary and lawful to:

- safeguard or promote a child's welfare;
- identify or respond to emerging risks;
- support early help or family help;
- protect a child or another person from harm;
- support multi-agency safeguarding activity;
- respond to a safeguarding concern or referral; or

- comply with a statutory information-sharing requirement.

From **30 September 2026**, Educ8 will comply with the statutory Information Sharing Duty under section 16LA of the Children Act 2004 where that duty applies.

Consent is not always required before safeguarding information is shared. Where another lawful basis applies, information may be shared without consent where this is necessary and appropriate.

Where it is safe and appropriate to do so, Educ8 will be open with pupils and parents/carers about information sharing. However, information may be shared without informing the pupil or parent/carer in advance where doing so could increase the risk of harm, prejudice safeguarding activity or an investigation, cause unnecessary delay or otherwise be contrary to the child's welfare.

Information sharing will be relevant, necessary and proportionate, and significant decisions to share information — or not to share it — will be appropriately recorded.

This reflects the strengthened approach in Educ8's Information Sharing Policy, including the statutory duty, proportionality and recording requirements.

9. Who We May Share Personal Information With

Where appropriate and lawful, pupil and parent/carer information may be shared with organisations and professionals including:

- local authorities and commissioning bodies;
- children's social care;
- safeguarding partners;
- police and other law-enforcement agencies;
- health professionals and services;
- SEND services;
- educational psychologists and other specialist professionals;
- attendance and Children Missing Education services;
- early help and family help services;
- youth justice services;
- Prevent/Channel partners where applicable;
- other schools and education settings;
- alternative provision providers;
- examination and awarding organisations;
- the Department for Education and other government bodies;
- Ofsted and other regulatory or inspection bodies;
- professional advisers;
- IT and other service providers processing information on Educ8's behalf; and
- other organisations where sharing is necessary to comply with a legal obligation or safeguard or promote the welfare of a child.

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Information will only be shared where there is an appropriate reason and lawful basis for doing so.

Where another organisation processes personal information on Educ8's behalf, appropriate arrangements will be put in place to protect that information.

10. Transfers Between Education Settings

When a pupil moves to another education setting, relevant educational and safeguarding information may be transferred to the receiving setting.

Safeguarding and child protection records will be transferred securely and separately from the main academic file, in accordance with Educ8's safeguarding procedures and applicable statutory guidance.

Educ8 will take appropriate steps to confirm that significant safeguarding information has been securely received.

The current Information Sharing Policy requires child protection files to be transferred within five days for an in-year transfer or within the first five days of a new term, with receipt and evidence of transfer retained.

11. Security of Personal Information

Educ8 takes appropriate technical and organisational measures to protect personal information against accidental loss, unauthorised access, alteration, disclosure or misuse.

Access to pupil and parent/carer information is restricted to those who have an appropriate reason to access it.

Particularly sensitive information, including safeguarding information, is subject to additional access and security controls.

Third parties processing personal information on Educ8's behalf are required to maintain appropriate security and confidentiality arrangements.

12. How Long We Keep Personal Information

Educ8 will retain personal information only for as long as it is necessary for the purposes for which it was collected, taking account of applicable legal, regulatory, safeguarding and operational requirements.

Different categories of information are subject to different retention periods depending upon the nature of the information and the reason it is held.

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In particular, safeguarding and child protection information may need to be retained for significantly longer periods than general educational records because of its nature and potential future importance.

Educ8 periodically reviews the personal information it holds and will securely delete or destroy information when there is no longer a lawful or operational reason for retaining it.

Where information is subject to a specific statutory, regulatory or safeguarding retention requirement, Educ8 will retain it for the period required.

13. International Transfers

Some systems or service providers used by Educ8 may process personal information, or make it accessible, outside the United Kingdom.

Where this constitutes a restricted international transfer, Educ8 will ensure that the transfer is permitted under UK data protection law and that an appropriate safeguard or other lawful transfer mechanism is in place.

Further information about relevant international transfer arrangements may be obtained from the Data Protection Officer.

14. Photographs, Video and Other Images

Educ8 may use photographs, video and other images for legitimate educational, safeguarding, identification, security, evidential or administrative purposes where there is an appropriate lawful basis.

Where images are proposed for promotional, publicity or similar purposes, Educ8 will consider the appropriate lawful basis and obtain consent where consent is required.

Where consent is relied upon, it may be withdrawn at any time in relation to future use.

Educ8 will take particular care where publication of an image could create a safeguarding risk.

15. Your Data Protection Rights

Depending upon the circumstances and the lawful basis being relied upon, pupils and parents/carers may have rights including the right to:

- be informed about how personal information is used;
- request access to personal information;
- request correction of inaccurate or incomplete information;
- request deletion of personal information in certain circumstances;

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- request restriction of processing in certain circumstances;
- object to particular types of processing;
- request data portability where applicable; and
- withdraw consent where processing is based upon consent.

These rights are **not absolute** and some rights will not apply to particular information or processing activities.

The rights of parents or carers to access information concerning a child may also depend upon factors including the child's age, capacity, confidentiality and the nature of the information concerned.

Requests concerning data protection rights should be directed to the Data Protection Officer.

16. Complaints

If you have concerns about how Educ8 has collected, used, shared or protected personal information, you should contact the Data Protection Officer in the first instance so that the matter can be considered.

Individuals also have the right to raise a complaint with the **Information Commissioner's Office (ICO)**, the UK's data protection supervisory authority.

17. Changes to this Privacy Notice

Educ8 may update this privacy notice where necessary to reflect changes in legislation, statutory guidance, Educ8's processing activities or organisational arrangements.

Where a significant change affects the way personal information is processed, appropriate steps will be taken to bring the change to the attention of affected individuals.

18. Contact Details

Questions about this privacy notice, the processing of personal information or the exercise of data protection rights should be directed to:

Data Protection Officer – Tim Warner MAAT
Educ8 Group
Mill House
Nailstone Road
Carlton
Warwickshire
CV13 0DH

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Email: tim.warner@educ8group.com

Telephone: 07817 641240

Where required, the Data Protection Officer can also confirm which Educ8 legal entity is the data controller in a particular case.