



Privacy Notice

The Pyramid Schools Trust respects you and your child's privacy and is committed to complying with data protection law.

The information below is what is referred to as a Privacy Notice. It explains how we use and protect your personal information.

Pyramid Schools Trust is the data controller for the personal information we process.

We have a Data Protection Officer whose role it is to ensure that personal information processed by the school is handled fairly, securely and lawfully.

Our Data Protection Officer is Charlotte Durrant.

If you have any concerns or questions, please contact:

Email: dpo@pyramidschoolstrust.org

Pyramid Schools Trust
Harlington Upper School
Goswell End Road
Harlington
LU5 6NX

Telephone: 01525 755100

Email: contactus@pyramidschoolstrust.org

Website: pyramidschoolstrust.org

1. What is personal information?

Personal information is information that can identify and relate to a living person.

This can include information that identifies someone directly, such as their name or address, and information that could identify them when combined with other details, such as online identifiers, location data, photographs or school records.

Examples of personal information include:

Pyramid Schools Trust

Address: Harlington Upper School, Goswell End Road, Harlington LU5 6NX

Telephone: 01525 755100

Email: contactus@pyramidschoolstrust.org

Website: pyramidschoolstrust.org

- Name, address and contact details
- Date of birth
- Attendance and assessment records
- Behaviour and safeguarding records
- CCTV images
- Medical information
- Financial information
- Employment information
- Online identifiers and IP addresses

2. What are special categories of information?

Some personal information needs more protection because it is sensitive.

This is known as special category information and may include:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Physical or mental health
- Sexual orientation
- Trade union membership
- Political opinions
- Genetic information
- Biometric information

3. How we limit the use of personal information

We use personal information only where it is necessary to help us deliver education effectively, safeguard pupils and staff, and operate the school.

Where possible, information will be anonymised or de-personalised so that it can no longer identify a person.

When using information for research or statistical purposes, we will anonymise the information unless you have agreed that your personal information can be used.

We do not sell personal information to any organisation.

4. Why we use personal information

We use personal information to help us run the school effectively, deliver a quality education and safeguard pupils and staff.

This includes using personal information to:

- Support teaching and learning
- Monitor attendance, attainment and behaviour
- Provide pastoral care and safeguarding
- Manage admissions and school transfers

- Communicate with parents and carers
- Arrange school meals, trips and transport
- Manage staff recruitment, employment and payroll
- Maintain school security and IT systems
- Comply with legal and regulatory duties

We may also use personal information to identify pupils who may have Special Educational Needs and Disabilities (SEND), require additional learning support, or would benefit from pastoral, wellbeing or safeguarding support.

This may include the use of educational software, screening tools and online platforms to help us:

- Identify barriers to learning
- Monitor progress and attainment
- Assess literacy, numeracy, speech and language, behaviour or wellbeing needs
- Plan appropriate interventions and support
- Record and review Education, Health and Care Plan (EHCP) provision
- Provide reasonable adjustments and specialist support
- Communicate with parents, carers and relevant professionals

5. Lawful bases for using personal information

Under UK GDPR, we must have a lawful basis for using personal information.

The lawful bases we rely on include:

- Compliance with a legal obligation
- Carrying out tasks in the public interest
- Performance of a contract
- Protection of vital interests
- Legitimate interests, where these do not override your rights
- Consent, where we have specifically asked for it

Where we use personal information to identify and support SEND needs, we rely on lawful bases including:

- Compliance with a legal obligation
- Carrying out tasks in the public interest
- Protection of vital interests

Where we use special category information, we rely on additional conditions under Article 9 UK GDPR, including:

- Employment and social protection law
- Safeguarding of children and individuals at risk
- Public health
- Medical care
- Substantial public interest
- Explicit consent, where required

Where special category information such as health, disability or safeguarding information is used to identify and support SEND needs, we rely on additional conditions including:

- Safeguarding of children and individuals at risk
- Health and social care purposes
- Substantial public interest
- Explicit consent, where required

6. Your privacy rights

The law provides you with a number of rights to control the processing of your personal information.

Accessing the information we hold about you

You have the right to ask for access to the information we hold about you.

When we receive a request in writing, we will normally provide access to your information unless an exemption applies.

For example, we may not provide information where it:

- Contains confidential information about another person
- Could cause serious harm to someone's physical or mental health
- Could affect the prevention or detection of crime

This applies to both paper and electronic records.

Changing information you believe to be inaccurate

You should let us know if you disagree with something written on your file.

We may not always be able to remove information, but we will correct factual inaccuracies and may add your comments to the record where appropriate.

Asking for your information to be deleted

You have the right to request that we erase your personal information in certain circumstances, including where:

- The information is no longer needed for the purpose it was collected
- You have withdrawn your consent
- There is no lawful basis for using the information
- We are required by law to erase it

Where information has been shared with others, we will take reasonable steps to inform them of the request for erasure.

However, the right to erasure does not apply where the information is needed:

- To comply with a legal obligation

- For freedom of expression
- For public health purposes
- For scientific, historical or statistical purposes
- For legal claims

Restricting what your information is used for

You have the right to ask us to restrict how we use your information where:

- You believe the information is inaccurate
- You believe the use of the information is unlawful
- You have objected to our use of the information
- We no longer need the information but you require it for legal claims

Where information is restricted, we may still store it but will only use it in limited circumstances.

Objecting to the use of your information

You have the right to object to the use of your information in some circumstances.

However, in some cases we are required by law to use personal information in order to provide education and related services, and we may not be able to stop processing in those situations.

Withdrawing consent

Where we rely on consent to use your information, you have the right to withdraw that consent at any time.

7. Who will we share your personal information with?

We use a range of companies and partners to store, manage and process information on our behalf.

Where we have these arrangements, there will always be a contract, information sharing agreement or other suitable safeguards in place.

We may share information with:

- Department for Education
- Central Bedfordshire Council
- Other schools and education providers
- Social care services
- Health services
- Examination boards
- Payroll, pension and recruitment providers
- IT service providers
- Professional advisers and insurers
- Law enforcement agencies

- Regulators and inspectors
- Speech and language services
- Educational psychologists
- Occupational therapists
- Counselling and mental health services
- Behaviour support services
- SEND caseworkers
- Alternative provision providers
- Providers of assessment, screening and learning support software

Sometimes we have a legal duty to provide information, for example for safeguarding concerns, child protection matters, statutory returns, school census requirements, crime prevention or fraud investigations.

The law does not allow us to share information without permission unless there is a lawful reason to do so, such as where someone is at risk or where we are required by law.

Where possible, we will discuss this with you before sharing information.

We will only share information that is necessary, relevant and proportionate, and appropriate contracts and safeguards will be in place.

8. How long do we keep personal information?

We only keep personal information for as long as necessary.

Retention periods are based on legal requirements, guidance and operational need.

For example:

- Pupil records are normally kept until a pupil reaches the age of 25
- Staff records are normally kept for 6 years after employment ends
- Financial records are normally kept for 6 years
- CCTV footage is usually kept for a limited period unless needed for an investigation
- Safeguarding records may be kept for longer where required

9. How do we protect your information?

We will do what we can to make sure we hold records securely, both electronically and on paper, and only make them available to those who need access.

Our security measures include:

- Encryption of systems and devices
- Access controls for systems, networks and buildings
- Staff training on information handling
- Confidentiality requirements
- Regular security testing and software updates
- Secure disposal of records

Sometimes it is necessary to transfer information outside of the United Kingdom.

Where this happens, additional safeguards will be applied to protect the information.

10. Cookies and how you use our website

To make our website easier to use, we sometimes place small text files on your device. These are known as cookies.

Cookies help us:

- Remember the things you have chosen
- Save information you have entered
- Measure how people use the website
- Improve the performance of the website

Some cookies are strictly necessary for the website to work and do not require consent.

Other cookies, such as analytics or performance cookies, will only be used if you agree through our cookie banner or settings tool.

You can manage or delete cookies through your browser settings at any time.

11. Complaints

If you are unhappy with how we use your personal information, please contact us first.

You also have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: ico.org.uk

12. Changes to this notice

We may update this Privacy Notice from time to time.

The latest version will always be available on our website.