



Castleford Trust

Privacy Notice for Parents and Carers

Use of Pupils Personal Data

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1. Introduction

You have a legal right to be informed about how our trust uses any personal information that we hold about your child. To comply with this, we provide a 'privacy notice' to you where we are processing your child's personal data.

This privacy notice explains how we collect, store and use personal data about **pupils in our trust**. This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data (see 'contact us' below for further information).

Our trust:

Castleford Trust
Ferrybridge Road
Castleford
WF10 4JQ

is the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Andrea Hewson (see 'contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents.
- Results of internal assessments and externally set tests.
- Pupil and curricular records.
- Exclusion information.
- Attendance information.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health.
- Photographs and CCTV images.
- Characteristics, such as ethnic background or special educational needs.



3. Why we use this data

We use the data listed above to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Protect pupil welfare.
- Access the quality of our services.
- Carry out research.
- Comply with the law regarding data sharing.

Use of your child's personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that may be of interest to your child.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'unsubscribe' link at the bottom of any such communication, or by contacting us (see 'contact us' below).

Use of your child's personal data in automated decision making and profiling

We don't currently process any personal data through automated decision making or profiling. This means we don't make decisions about your child using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

We will only collect and use your child's personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (for example to contact you to check your child is safe if they are absent).
- We need it to perform an official task in the public interest (for example to notify you of your child's progress or behaviour).
- We need to fulfil a contract we have entered into with you (for example in relation to your child's participation in an extra-curricular activity, afterschool club or trip).

Less commonly, we may also process your child's personal data in situations where:

- We have obtained consent to use it in a certain way (for example to send text messages to parents/carers about school events or campaigns).
- We are processing the data in line with our 'legitimate interests' (for example by recording CCTV images of your child when they are on the academy premises to protect staff, pupils, visitors and property).



- We need to protect your child's vital interests (or someone else's interests) (for example where a child has a serious medical condition and requires urgent medical assistance).

Where you have provided us with consent to use your child's information, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you will go about withdrawing consent if you want to do so.

Some of the reasons listed above for collecting and using your child's personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way.
- We need to use your child's information under employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The information has already been made obviously public by you.
- We need to process it to make or defend against 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 it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your child's 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 obviously public by you.
- We need to process it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.

5. Collecting this data

While most of the information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect your child's information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.



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

- Local councils.
- Government departments or agencies.
- Police forces, courts, tribunals.

6. How we store this data

We keep personal information about your child while they are attending our trust. We may also keep it beyond their attendance at our trust if this is necessary. Our record retention schedule sets out how long we keep information about pupils.

To request a copy of the record retention schedule (see 'contact us' below).

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

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

7. Who we share data with

We do not share information about your child with any third party without your 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 your child with:

- Our local authority, Wakefield Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- Government departments or agencies.
- Our youth support services provider.
- Our regulator, eg Ofsted.
- Suppliers and service providers eg catering.
- Financial organisations.
- Our auditors.
- Survey and research organisations.
- Health authorities.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.



National Pupil Database

We have to provide information about your child 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, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your child's 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.

Transferring data internationally

We may share personal information about your child with the international third parties such as cloud server or school/academy trip providers, where different data protection legislation applies:

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, 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.



You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'contact us' below).

Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

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

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



10. Contact us

Our Data Protection Officer is:
Andrea Hewson
Data Protection Officer
dpo@castlefordacademytrust.com

However, our **data protection lead** has day-to-day responsibility for data protection issues in our academies. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

Castleford Academy:
Claire Jackson
School Business Manager
admin@castlefordacademy.com

Crofton Academy:
Emma Crossley
School Business Manager
admin@croftonacademy.org.uk

Airedale Academy:
School Business Manager
info@aa.castlefordtrust.org.uk

Castleford Park Junior Academy:
Laura Steele
School Business Manager
enquiries@pjademy.net

Glasshoughton Infants Academy:
Erin Cromack
School Business Manager
admin@glasshoughtoninfant.com

Three Lane Ends Academy:
Mandy Mattison
School Business Manager
admin@tleacademy.co.uk

Airedale Junior Academy:
Shona Webb
School Business Manager
ajs-office@aja.castlefordtrust.co.uk



Airedale Infant Academy:

Shona Webb
School Business Manager
ajs-office@aja.castlefordtrust.co.uk

Oyster Park Primary Academy:

Louise Gallagher
School Business Manager
opoffice@oppa.castlefordtrust.co.uk