



# AHMAT GDPR Privacy Notice

January  
2026

## VISION STATEMENT FOR AHMAT

Ashley Hill Multi Academy Trust is committed to securing the best outcome for every child in its schools within a learning environment characterised by a distinctive Christian ethos.

We value the uniqueness and individuality of every school in the Trust, encouraging each to develop to meet the particular needs of all its pupils and the community it serves, underpinned by a common commitment to work together, making full use of all the Trust's resources, to enhance the experience and opportunities of all.

In line with our core Christian beliefs and principles, we want each school to be an educational community where:

- all are welcome, whatever their cultural, ethnic or religious background;
- all will flourish, with a particular focus on supporting any who are disadvantaged culturally, socially, economically, physically, or in any other way;
- all will have a life-enhancing encounter with the Christian faith;
- each individual is encouraged and helped to discover and develop their God-given gifts and talents to the fullest extent;
- all will fulfil their potential in a way appropriate for their age, both academically and as well-rounded, independent, emotionally mature individuals.

## GDPR Privacy Notice

### Who processes pupil information?

We, Ashley Hill Multi Academy Trust are the **Data Controller** of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Wendy Simmons, [wsimmons@ashleyhill.org](mailto:wsimmons@ashleyhill.org), acts as a representative for the schools in the Trust with regard to its data controller responsibilities, and she can be contacted on 01628 482910

We collect information from you, and may receive information about your child from your previous school. We are required by law to pass information to the Local Authority (LA), and Department for Education (DfE). Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.

### Which data is collected?

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, parent contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information – e.g court orders etc
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment (national curriculum assessment results, relevant tests and exam results)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements) Any behavioural or exclusion information

- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Where they go after they leave us
- Any special educational needs and information relating to SEND
- Images are collected to identify your child. You will have to give consent for these to be published on school website etc.
- Catering services to provide your child with a meal during the school day or any additional snacks or drinks.

## **Why we collect and use this information and the lawful basis on which we use this information**

Ashley-Hill Multi-Academy Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils
- To contact parents
- To share with relevant authorities for statistics, census and other purposes
- To share with partner agencies
- To communicate information to parents via phone calls, emails and texts
- To meet legal duties placed on us by the government
- To share information with PTA for various fundraising events

## **How do we collect your information?**

We collect your information via the following methods:

- Admission and in-year transfer forms
- Common Transfer Files (CTF) from previous schools
- Child protection plans
- SEN data

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

Personal data relating to pupils and their families is stored in line with the AHMAT Data Protection Policy

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authority to fulfil statutory requirements
- The Department for Education (DfE) for pupil census
- The academies within the Multi-academy Trust for moderation and raising of standards to enhance children's learning opportunities.
- Data Tracking systems - Insight
- Department of Health (DfH)
- Berkshire Healthcare Foundation Trust (BHFT)
- OFSTED
- The Trust Management Information System (MIS) Scholar Pack, Primary Site and Parent Mail Plus Pay.
- The school caterer- Global cafe Catering Services.
- Microsoft and On-line learning Apps used by the Trust for students.
- School photographers, respective Parent Teacher Association (PTA) and other parents for arranging fundraising events/activities after obtaining relevant consent.
- Respective local school governors and directors of AHMAT
- Local children's partnership groups like MASH, speech and language therapists, social workers for more vulnerable children or children with special educational needs after obtaining relevant consent
- Fisher Family Trust (FFTLive)

- 'Under 5' free milk providers 'Cool Milk' as per government scheme
- Day trip and residential trip providers

## CCTV and Photography

- The school understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.
- The school notifies all pupils, staff and visitors of the purpose for collecting CCTV images via notice boards, letters and email.
- Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.
- All CCTV footage will be kept for 31 days – one month (depending on location) for security purposes
- The school will always indicate its intentions for taking photographs of pupils and will check permission before publishing them.
- If the school wishes to use images/video footage of pupils in a publication, such as the school website, prospectus, or recordings of school plays, written permission will be sought for the usage from the parent of the pupil.
- Precautions, as outlined in the Photography and Videos at School Policy, are taken when publishing photographs of pupils, in print, video or on the school website.
- Images captured by individuals for recreational/personal purposes, and videos made by parents for family use, are exempt from the GDPR.

## Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013. Data is also sent to other agencies, as prescribed by law. All these are data controllers for the information they hold and receive.

The **Local Authority (LA)** uses information about children and young people for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on, for example, the funding of schools, assess their performance and to set targets for them. The statistics are anonymized so that individual children and young people cannot be identified from them. Aggregated data derived from anonymized pupil records may be used to respond to Freedom of Information requests. The LA is also required to maintain the accuracy of all information held about

children and young people in their area. The **Local Authority (LA)** may also share information with other Local Authorities.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## 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 and requesting access to your personal data

Under the Data Protection Act 2018, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact Mrs Wendy Simmons, Trust Business Manager, Ashley Hill Multi Academy Trust 01628 482910

You also have the right to:

- be informed about how the school and the Trust use your personal data
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Wendy Simmons (wsimmons@ashleyhill.org)

Trust Business Manager

Bisham C of E Academy

Ashley-Hill Multi-Academy Trust

| Created or Reviewed by | Date       | Changes                                      |
|------------------------|------------|----------------------------------------------|
| Isabel Cooke           | 30/09/2020 | Updated TBM                                  |
| Isabel Cooke           | 20/10/2020 | Updated Parent Pay system                    |
| Sunitha Province       | 01/03/2021 | Updated caterers                             |
| Isabel Cooke           | 14/10/2022 | Updated caterers, Trust data tracking system |
| Isabel Cooke           | 30/01/2026 | No changes                                   |