HCAT

Privacy Notice - Pupils

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HCAT Privacy Notice - Pupils

1. Introduction

We are HCAT (the Trust). We are the data controller for the personal data we process under this privacy notice. This privacy notice applies to all schools within our Trust. Our Data Protection Registration Number is ZA784980.

Your privacy is important to us. This privacy notice explains the personal data we process, how we process it and for what purpose.

2. Who We Are

We are HCAT, responsible for managing the schools within our trust. Our contact details are feedback@hcacademytrust.education

3. The Data We Collect

The categories of pupil information that we process include:

- Personal Information: Name, date of birth, gender, address, and contact details.
- Educational Information: Attendance records, academic performance, and assessments.
- Health Information: Medical conditions, allergies, and medication details.
- Behavioural Information: Exclusion data, behavioural incidents, and disciplinary records.
- Special Educational Needs (SEN): Details of support and interventions.

4. Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- To provide educational services and support.
- To ensure student health and safety.
- To monitor and report on pupil progress.
- To support teaching and learning.
- To comply with legal obligations.

5. Legal Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), UK GDPR - Article 6 the lawful bases we rely on for processing pupil information are:

- Performance of a Contract: To fulfil our obligations to educate pupils.
- Legal Obligation: To comply with laws governing education and child welfare.
- Consent: For certain health or special category data, where explicit consent is needed.
- Public Task: Processing necessary for performing tasks in the public interest.

6. Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR we will inform you at

the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

7. Data Sharing

We routinely share pupil information with:

- With parents/guardians: Regular updates and reports.
- With external agencies: Local authorities, health professionals, and other educational institutions, where necessary.
- With service providers: Organisations providing educational tools and services under strict data protection agreements.

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

8. Data Retention

We retain pupil data for as long as necessary to fulfil the purposes we collected it for, including legal, accounting, or reporting requirements. Specific retention periods are outlined in our Data Retention Guidance.

9. Your Rights

Under UK GDPR, parents and pupils have the right to request access to information about them that we hold.

- Access: Request access to your personal data.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of data where applicable.
- Restriction: Request restriction of processing under certain circumstances.
- Data Portability: Request transfer of your data to another organisation.