Haberdashers'
ABRAHAM DARBY
Aspiration Respect Excellence
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Principal: J Edgar BA Hons; MSc Ed Man; MCCT

Privacy Notice for Pupils and Students – 2026

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

This privacy notice explains how we collect, store and use personal data about **you**.

Our school is part of Haberdashers' West Midlands Academies Trust, which also runs Haberdashers' Adams in Newport. The Trust is the 'data controller' for both schools. This means it is in charge of deciding how your information is used and kept safe. Its address is Haberdashers' Adams, High Street, Newport, Shropshire, TF10 7BD, and it is registered with the Information Commissioner's Office (registration number Z1334199).

⇨ Our Data Protection Officer is Rob Montgomery – Information Governance & Audit Manager, c/o Telford & Wrekin Council

⇨ Our Data Protection Lead is Mr Rob Slack, c/o Haberdashers' Abraham Darby

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test and exam results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Information we need to keep you safe
- Details of any behaviour issues, suspensions or exclusions
- Details of any extra support you get
- Photographs and video
- CCTV images
- Records of how you use school computers and the internet, including filtering and monitoring records

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing

- Look after your wellbeing and keep you safe, including in an emergency
- Keep the school site and our computer systems safe
- Do what the law says we must, such as sending information to the government

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers, have given us permission to use it in a certain way – for example, putting your photo on our website
- We need to protect your interests (or someone else's interests), for example in a medical emergency

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some information, like your health or ethnic background, is extra sensitive. The law calls this 'special category' data, and we have to meet extra conditions before we can use it. We only use it when we need to – for example, to keep you safe, to do what the law says we must, or when we have permission.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

If we use your biometrics to pay for school meals, we will ask your parents/carers for permission first. You can say no at any time, even if they have agreed, and we will give you another way to pay.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

Our Records Retention Policy follows the Information and Records Management Society's toolkit for schools, which sets out how long we must keep information about pupils.

We keep your information safe and have procedures in place in case anything goes wrong.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority, Telford & Wrekin Council – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- Your next school or college, when you leave us

- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us), Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities, including the school nursing service
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies

National Pupil Database

We are required to provide information about you 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 which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data. You can also contact the Department for Education if you have any questions about the database: https://www.gov.uk/contact-dfe

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Telford & Wrekin Council's youth support services, as it has legal responsibilities regarding the education or training of 13 to 19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

We have to share your name, address and date of birth. We may also share other information that helps them support you, unless your parents/carers (or you, once you're 16) ask us to only pass on your name, address and date of birth. To do this, contact our Data Protection Lead.

Transferring data internationally

Sometimes the companies we use store information outside the UK. When this happens, we make sure your data is protected by following UK data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

We will normally reply within one month.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our Data Protection Lead or Data Protection Officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person). We do not make decisions about you this way
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Take back your permission at any time, if we are using your information because you (or your parents/carers) gave permission
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

Please tell us first. Contact our Data Protection Officer or Data Protection Lead (see details below). We will let you know we have received your complaint within 30 days, and tell you what we have decided as soon as we can.

If you are still not happy, you can complain 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Data Protection Lead
Mr R Slack
Haberdashers' Abraham Darby
Ironbridge Road, Madeley, Telford TF7 5HX
Tel: 01952 386000
Email: rob.slack@taw.org.uk

Data Protection Officer
Mr Rob Montgomery – Governance & Audit Mgr
Telford & Wrekin Council
Darby House, Telford TF3 4JA
Tel: 01952 383103
Email: ig@telford.gov.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.