



Girls' Learning Trust

PRIVACY NOTICE

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1. WHO ARE WE?

The Girls' Learning Trust ("the Trust") is a Multi-Academy Trust and the organisation responsible for how personal data is used and protected. We are a 'Data Controller' under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice outlines how we collect, use, store, and share student information. It also explains your rights and how to contact us if you have any questions or concerns.

This notice should be read alongside the following Trust policies, available on the Trust or school website: www.girlslearningtrust.org/our-governance/policies

- Data Protection and Freedom of Information Policy
- Data and Records Retention Policy
- CCTV Policy
- Photographs and Media Policy

The following schools are part of the Girls' Learning Trust and are covered by this notice:

- Carshalton High School for Girls
- Nonsuch High School for Girls
- Wallington High School for Girls

2. CONTACT DETAILS

The Trust Data Protection Officer is:

Dr Thomas Flynn
Chief Executive Officer
Girls' Learning Trust

Email (preferred): dataprotection@girlslearningtrust.org

Postal Address

Girls' Learning Trust
Ewell Road
Cheam
SM3 8AB

3. WHY WE COLLECT AND USE STUDENT INFORMATION

We collect personal data to:

- Support teaching and learning
- Monitor and report on progress
- Provide pastoral care and safeguarding
- Assess and improve our educational provision
- Comply with legal and statutory obligations (e.g. school census, safeguarding)
- Ensure the health and safety of students (e.g. allergy information, medical plans)

We collect only the data we need for specific purposes and always explain why we are collecting it.

4. WHAT DATA WE COLLECT

We may collect, store and use the following:

- Personal details (name, address, date of birth, contact information, unique pupil number)
- Characteristics (ethnicity, language, eligibility for free school meals)
- Attendance and absence data
- Assessment and examination results
- SEN support and Education, Health and Care Plans
- Medical information (health care plans, allergies, medications)
- Safeguarding and child protection information
- Behavioural records (including exclusions and alternative provision)
- Previous schools and destination data
- Bursary and financial aid applications
- Photographs and media footage (see our Photographs and Media Policy)
- Biometric data (e.g. for cashless catering—see our Biometric section below)
- Post-14 and post-16 qualification information (from the Learning Records Service)

5. LEGAL BASIS FOR USING THIS INFORMATION

We collect and use personal data where:

- We have a legal obligation (e.g. safeguarding, DfE reporting)
- It is necessary for tasks in the public interest (e.g. education provision)
- We have obtained your explicit consent (e.g. named photos in publications)
- It is necessary to protect someone's vital interests (e.g. medical emergencies)

Special categories of data (e.g. health, ethnicity) are processed under additional lawful bases set out in UK data protection law.

6. HOW WE STORE YOUR DATA

Your data is:

- Stored securely in accordance with our Data and Records Retention Policy
- Only accessed by authorised staff and partners who need it
- Regularly reviewed to ensure accuracy and relevance
- Disposed of securely when no longer needed

7. WHO WE SHARE YOUR INFORMATION WITH

We may share data with:

- Parents and carers (e.g. student reports)
- Department for Education (DfE)
- Local Authorities (e.g. London Borough of Sutton)
- Future education providers (post-16 transitions)
- NHS services (e.g. School Nursing, immunisation programmes)
- SEN professionals (e.g. educational psychologists)
- School counsellors and mental health services (e.g. CAMHS)
- Examination boards and education platforms
- Emergency services when required for safeguarding or welfare

We do not share data with unauthorised third parties and only use processors who meet UK GDPR

standards.

8. YOUR RIGHTS

Under UK GDPR, you have the right to:

- Be informed about how we use your data
- Access your data (Subject Access Request)
- Rectify incorrect data
- Request erasure of data (in certain cases)
- Restrict or object to processing
- Withdraw consent (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

9. SUBJECT ACCESS REQUESTS

Students aged 12 and over are usually considered capable of exercising their data rights. Parents may only access their child's information with the student's consent unless the child lacks the understanding to make that decision.

Requests should be made in writing to the DPO. We will respond within one calendar month.

10. CCTV

CCTV is used for safety, crime prevention and property protection. Signs are clearly displayed where CCTV is in operation. For more, see our CCTV Policy.

11. PHOTOGRAPHS AND MEDIA

Photographs are used internally for educational and celebratory purposes and, with consent, externally for marketing. You may express preferences using the relevant form in our Photographs and Media Policy.

12. BIOMETRIC DATA

If we use biometric recognition (e.g. for catering), we will request written parental consent before collecting any biometric data. You and your child may withdraw consent at any time.

13. CHANGES TO THIS PRIVACY NOTICE

We review this notice annually or when changes in processing or the law occur. The most recent version is always available on the Trust and school websites.