

# Privacy Notice - Parents & Pupils



**Date:** January 2026

**Review Date:** January 2027

**Responsible person:** Jonathan Mordin

# More Than Ed Independent School

## Privacy Notice

### Parents and Pupils

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<b>Date</b>	<b>January 2026</b>
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<b>Owner</b>	Health and Safety/ Compliance Lead
Data Protection Lead	Jonathan Munding

## 1. Introduction

More Than Ed Independent School is committed to protecting the privacy of all pupils and their families. This privacy notice explains how we collect, use, store, and share personal data about pupils and parents or carers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to current and prospective pupils and their parents or carers. It should be read alongside our Data Protection Policy, which sets out our broader approach to data protection and the rights of individuals.

## 2. Who We Are

More Than Ed Independent School is the data controller for the personal data we process about pupils and parents. This means we decide how and why personal data is used. We are an independent SEMH (Social, Emotional and Mental Health) school providing specialist education for children aged 5–16 with Education, Health and Care Plans.

**Data Protection Lead:** Jonathan Munding, is contactable at [Jonathan.munding@morethaned.co.uk](mailto:Jonathan.munding@morethaned.co.uk) or by writing to; More Than Ed Independent School, Cherry Tree Court, Woodfield Park, Balby, Doncaster, DN4 8QN.

## 3. What Personal Data We Collect

### 3.1 Pupil Data

We collect and process a range of personal data about pupils, including the following categories:

Personal identifiers such as full name, date of birth, gender, home address, unique pupil number (UPN), and photographs. We also hold family and contact information including names and contact details of parents, carers, and emergency contacts, as well as details of family circumstances where relevant to the child's care and education.

We process significant amounts of educational information, including previous school records, current attainment and progress data, individual learning plans, Education, Health and Care Plan (EHCP) documentation, assessment results, and any records relating to exclusions or alternative provision.

Given the nature of our school, we hold sensitive information relating to pupils' social, emotional, and mental health needs. This includes records of therapeutic interventions, behavioural observations and incident

reports, and information provided by external professionals such as educational psychologists, speech and language therapists, clinical psychologists, and social workers.

We also hold medical and health information including details of medical conditions, medications, allergies, dietary requirements, and information from health professionals involved in a pupil's care. Safeguarding records, including concerns, referrals, multi-agency meeting notes, and any involvement with children's social care, are also maintained.

Attendance records, including details of absences and the reasons for them, are kept, along with any relevant information about a pupil's ethnicity, religion, language, or other characteristics that may be relevant to their education or welfare.

### 3.2 Parent and Carer Data

We collect personal data about parents and carers including names, addresses, telephone numbers, email addresses, relationships to the pupil, and relevant information about family circumstances. Where parents or carers are involved in safeguarding processes or multi-agency working, we may hold additional information shared by or about them.

## 4. Why We Use This Data and Our Lawful Basis

We only process personal data where we have a lawful basis for doing so under the UK GDPR. The table below sets out the main purposes for which we process data and the lawful basis we rely on for each.

Purpose	Lawful Basis
Providing education and support in accordance with EHCPs	Legal obligation (Education Act 1996, Children and Families Act 2014)
<b>Safeguarding and promoting the welfare of children</b>	<b>Legal obligation (Children Act 1989 and 2004, KCSIE) and substantial public interest</b>
Monitoring pupil progress, attainment, and wellbeing	Legitimate interests of the school and legal obligation
<b>Managing behaviour and therapeutic interventions</b>	<b>Legitimate interests and, for sensitive data, substantial public interest</b>
Sharing information with the local authority, health services, and other professionals involved in a pupil's care	Legal obligation and vital interests where applicable
<b>Administering admissions and transitions</b>	<b>Contract (placement agreement) and legitimate interests</b>
Meeting statutory reporting requirements (e.g., school census)	Legal obligation
<b>Managing medical needs and administering medication</b>	<b>Vital interests and legal obligation</b>
Communicating with parents and carers	Legitimate interests
<b>Maintaining attendance records</b>	<b>Legal obligation (Education Act 1996)</b>

Where we process special category data (such as health information, ethnicity, or religion), we rely on the substantial public interest condition under Schedule 1 of the Data Protection Act 2018, specifically for safeguarding of children and individuals at risk, and for the provision of education.

## 5. How We Collect Data

Most of the personal data we hold about pupils is provided directly by parents or carers when a pupil is referred to or admitted to the school. We also receive information from local authorities (including EHCP documentation), previous schools, health and social care professionals, educational psychologists and other specialists, and multi-agency partners involved in a pupil's care.

Some data is generated by the school during the course of a pupil's education, such as progress records, behavioral observations, incident reports, and safeguarding records.

## 6. Who We Share Data With

We may share pupil and parent data with the following categories of recipients where it is necessary and lawful to do so: the local authority responsible for the pupil's EHCP; health professionals and therapeutic services involved in a pupil's care; children's social care services; the Department for Education (for statutory data returns such as the school census); Ofsted and the Independent Schools Inspectorate (ISI); examination bodies (where applicable); other schools if a pupil transfers; and professional advisors such as solicitors, auditors, or insurers.

We will never sell personal data or share it for marketing purposes. Where we share data, we ensure there are appropriate agreements and safeguards in place. Any sharing of information for safeguarding purposes is undertaken in accordance with statutory guidance, particularly Keeping Children Safe in Education and Working Together to Safeguard Children.

## 7. How Long We Keep Data

We retain pupil records in accordance with the Information and Records Management Society (IRMS) toolkit for schools. In general, pupil files are retained until the pupil's 25th birthday, or until the 35th birthday if the pupil has been involved in safeguarding or child protection processes. Safeguarding records may be retained for longer where there is a continuing duty of care or regulatory requirement. Attendance registers are kept for a minimum of three years from the date of entry.

When data is no longer required, it is securely destroyed.

## 8. Data Security

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect it. These include access controls so that personal data is only available to staff who need it for their role, secure storage of physical records, encryption and password protection for electronic records, regular review of data access permissions, and staff training on data protection and confidentiality.

## 9. Your Rights

Under the UK GDPR, parents (and pupils where they have sufficient understanding) have a number of rights in relation to personal data. These include the right to be informed about how data is used (which this notice fulfils), the right to access personal data we hold, the right to have inaccurate data corrected, the right to request deletion of data in certain circumstances, the right to restrict processing in certain circumstances, and the right to object to processing based on legitimate interests.

Please note that some of these rights are limited where we are processing data under a legal obligation or for safeguarding purposes. For example, we cannot delete safeguarding records at your request if retention is required by law or necessary to protect a child.

## **10. Pupils' Rights and Competence**

Where a pupil has sufficient understanding and maturity, they may exercise their own data protection rights. Given the nature of our school and the age and developmental needs of our pupils, we assess each pupil's capacity to exercise their rights on a case-by-case basis. In most cases, parents or carers will exercise data protection rights on behalf of their child. Where a pupil is assessed as competent to make decisions about their own data, we will respect their wishes, including where this may differ from those of their parents or carers.

## **11. Photographs and Images**

We may take photographs or videos of pupils for internal educational purposes, for use on our website or social media with prior consent, and for inclusion in pupil records. We will always seek consent before using a pupil's image externally. You can withdraw consent at any time. Our Photography and Images guidance, contained within our Code of Conduct, provides further detail.

## **12. Changes to This Notice**

We may update this privacy notice from time to time to reflect changes in our practices or legal requirements. We will notify parents and carers of any significant changes. The current version of this notice is available on our website and on request from the school office.

## **13. Contact and Complaints**

If you have any questions about this privacy notice or how we handle personal data, please contact our Data Protection Lead at [Jonathan.Mundin@morethaned.co.uk](mailto:Jonathan.Mundin@morethaned.co.uk) or by writing to; More Than Ed Independent School, Cherry Tree Court, Woodfield Park, Balby, Doncaster, DN4 8QN.

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO). You can contact the ICO at [www.ico.org.uk](http://www.ico.org.uk) or by telephone on 0303 123 1113.