



Endeavour MAT Privacy Notices

Please click on the required privacy notice link below.

[**Privacy Notice for Pupils and Parents**](#)

[**Privacy Notice for Students Applying to Sixth Form**](#)

[**Your Privacy At School – Child Friendly Privacy Notice**](#)



Endeavour MAT

Privacy Notice for Pupils and Parents

Endeavour MAT is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (GDPR), Data (Use and Access) Act (DUAA), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Endeavour MAT is the “data controller” for all the schools within the trust. This means that the Trust is responsible for deciding how we hold and use personal information about pupils.

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

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Emergency contact information (parents/carers names and telephone numbers)
- Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- Assessment information (such as targets and progress against targets)
- Post 16 Learning information
- Relevant medical information (such as doctor’s information, child health, dental health, allergies, medication and dietary requirements)
- Special educational needs information
- Behavioural/exclusions information (including any relevant alternative provision put in place)
- Child safeguarding information (such as court orders and professional involvement)
- Images of pupils engaging in school activities, images for production of school photo ID cards and images captured on the schools CCTV systems
- Information about the use of our IT, communications and other systems, and other monitoring information
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information)

Collecting pupil information

- 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 UK GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. **It is important that the personal information we hold about you is accurate and current.** Please keep us informed if your personal information changes during your working relationship with us.

Why we collect and use this information

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- To provide support to pupils after they leave the school;
- To carry out statistical analysis for diversity purposes;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils on student ID cards, in school publications, on the school website and on social media channels;
- Managing internal policy and procedure;
- Security purposes, including CCTV
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;
- to assess the quality of our services;
- To comply with the law regarding data sharing.

The lawful basis on which we use this information

We collect and use pupil information under Article 6 Section 1(e) of the General Data Protection Regulations (GDPR) April 2016.

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);

- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Where we need to process special category personal data, such as information relating to health, ethnicity, religion, biometric data or other data protected under Article 9 UK GDPR, it will only do so where a valid Article 9 condition applies in addition to a lawful basis under Article 6. Depending on the purpose of processing, this may include:

- the data subject's explicit consent,;
- reasons of substantial public interest;
- the provision of health or social care;
- safeguarding of children or individuals at risk;
- the establishment, exercise or defence of legal claims.

We will ensure that the processing is necessary, proportionate, limited to what is required for the specified purpose, and supported by appropriate technical and organisational measures to protect the rights and freedoms of individuals.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Storing pupil data

We hold pupil data electronically on the school's information system, which is stored on the secure school network. This can be accessed by individual personal logins for those members of staff who have a legitimate need of access. Staff logins are also limited to the specific pupil data categories required to carry out their functions.

Paper records are stored in locked filing cabinets that are only accessible to those members of staff who have a legitimate need to access them.

Except as required by law, pupil information is only retained for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let our Data Protection Officer know who can provide you with a copy of our retention schedule.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

Who we share pupil information with

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:

- the Department for Education (DfE)
- Learning Records Service (LRS) for acquiring student Unique Learner Numbers (ULN)
- Ofsted
- our local education authority (Kent County Council)
- other schools within the Trust
- Examination Awarding Bodies and the Joint Council for Qualifications (AQA, Pearson, OCR etc.)
- target setting and assessment monitoring software companies
- NHS, school nurse welfare services and care agencies
- school catering company
- school trip payment software company
- library system
- University Admissions (UCAS)
- other schools that pupils have attended/will attend
- third party organisations/software providing systems/resources to facilitate the smooth running of the Trust and for educational support - such as parental communication, exam revision websites, educational games sites, ID badge suppliers for production of cards for access to the school catering, library and print systems.
- law enforcement officials such as the police
- Local Authority Designated Officer
- professional advisors such as lawyers and consultants;
- support services (including insurance, IT support, information security)

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect similar degree of protection in respect of your personal information.

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. The DfE will use your information to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

We are required by law to pass some of your information to Kent County Council (KCC) as part of the Intended Destination, September Guarantee and Annual Activity processes. This is to assist KCC fulfil its legal obligation under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. KCC are then required to share this information with the Department of Education.

We share pupil information with other third parties as detailed above to assist us in fulfilling our legal obligation of educating pupils.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age of 16.

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.

Law requires us 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 to and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and are 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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. The DUAA clarifies that Subject Access Requests must be reasonable and proportionate. The school may limit searches to proportionate efforts.

Children over the age of 12 are deemed to be competent to understand their rights with regard to personal data, and therefore all students over the age of 12 will be required to consent to a Subject Access Request for their personal data made by their parent(s). Some exception may apply if a child has significant special educational needs and disabilities.

To make a request for your personal information, or be given access to your child's educational record, contact The Data Protection Officer, Endeavour MAT, Parson's Lane, Wilmington, Kent, DA2 7BB or at dpo@endeavour-mat.co.uk.

You also have the right to:

- 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 want to exercise any of the above rights, please contact the **Data Protection Officer** in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, in the unlikely event that we are unable to resolve any concern, you may contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- 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 our **Data Protection Officer**:

Data Protection Officer
Endeavour MAT
Wilmington Grange
Parsons Lane
Wilmington
Kent
DA2 7BB
dpo@endeavour-mat.co.uk

ICO Registration Number: ZA261355

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in Endeavour MAT.

This Privacy Notice is compliant with UK GDPR and the Data (Use and Access) Act (DUAA) 2025.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Date of last review: August 2026



Privacy Notice for Students Applying to Sixth Form

Endeavour MAT is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (GDPR), Data (Use and Access) Act (DUAA), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Endeavour MAT is the “data controller” for all the schools within the trust. This means that the Trust is responsible for deciding how we hold and use personal information about pupils.

Under data protection law, individuals have a right to be informed about how Endeavour MAT uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

As part of our Sixth Form Application process, we collect and process personal data relating to all applicants. This privacy notice explains how we collect, store and use personal data about individuals who make an application to join our Sixth Form. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

If you have any questions about this Data Privacy Notice please direct them to our Data Protection Officer (see ‘Contact Us’ at the end of this Privacy Notice).

Data Protection Principles

Endeavour MAT complies with data protection law and principles, which means that your personal data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

The Personal Data we collect

We will collect a range of information about you. This may include:

- Your name, date of birth, address and contact details, including email address and telephone number and that of your parents/carers

- Details of the support you currently receive at your school
- Details of your current school and qualifications that you are currently taking

The Trust may also collect, store and use the following 'special categories' of more sensitive personal information:

- Equal opportunities monitoring information about your ethnic origin, health, religion or belief.
- Information about your health, including any medical condition.
- Whether or not you have a disability for which the Trust needs to make reasonable adjustments during the application process

The Trust gathers this information from a variety of sources. For example, data might be contained in application forms or collected through interviews or other forms of assessment (e.g results of any testing required for entry to specific Sixth form courses).

During the application process, we will also collect personal data about you from your current school for confirmation of your GCSE predictions.

Data will be stored securely in a range of different places, including on your application record and on our IT systems (e.g. application system, emails).

Why we use this data

We need to process data, at your request, to enable decisions to be made about the possibility of offering you a place in our Sixth Form, as well as for the purposes of enrolling you into the relevant school should your application be successful and you take up the place offered.

We have a legitimate interest in processing personal data during the application process and for keeping records of the process. Processing data from student applicants allows the Trust to manage the selection process, assess and confirm a student's suitability for Sixth form and decide who to make offers to.

The Trust processes health information if it needs to make reasonable adjustments to the process for applicants who have a disability. This is to carry out its legal obligations in respect of access for disabled applicants.

Where we process other special categories of data, such as information about ethnic origin, religion or belief, this is to fulfil our legal obligations to carry out equal opportunities monitoring as permitted by the Data Protection Act 2018.

Data that is used for equality purposes is anonymised for any publication purposes and is collected with the express consent of candidates, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of

failing to do so. During the application process this data is kept secure with limited access only by specific Trust individuals.

Who has access to data?

Your information will be shared internally for the purposes of the application process. This includes members of Admissions Teams, School Senior Leadership Teams and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your data with third parties, other than your current school or your Local Education Authority who have a legal obligation to ensure student's engagement in education and training up to the age of 18.

The Trust does not under normal circumstances transfer your data outside the European Economic Area.

If you are making your application from outside the EEA it may be necessary as part of the application process for us to request information from your current school who is outside the EEA.

As with all data sharing arrangements efforts to maintain security of your personal data will be paramount. Your consent will be sought for data sharing prior to it taking place outside the EEA.

You are able to refuse/withdraw consent at any time. If you chose to refuse/withdraw consent we will not be able to proceed with your application if we are unable to confirm your predicted grades.

How does the Trust protect data?

The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the legitimate performance of their duties.

For how long does the Trust keep data?

If your application for Sixth Form is unsuccessful, the Trust will hold your data on file for six months after the end of the relevant application process.

If your application for Sixth Form is successful and you take up the place offered, personal data gathered during the application process will be transferred to the relevant school's management information system and will be kept in line with the Trust record retention policy.

Your Rights

How to access personal information we hold about you

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. The DUAA clarifies that Subject Access Requests must be reasonable and proportionate. The school may limit searches to proportionate efforts.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Require the Trust to correct inaccurate or incomplete personal data
- Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing; and
- Ask the Trust to restrict processing for a period if data is inaccurate or there is a dispute about whether or not your interests override the Trust's legitimate grounds for processing data
- Prevent your data being used to send direct marketing
- Be notified of a data security breach concerning your personal data where it is likely to result in high risk to your rights and freedoms or cause undue distress

To exercise any of these rights, please contact our Data Protection Officer.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Trust during the application process. However, if you do not provide the information, the Trust may not be able to process your application properly or at all, or provide any reasonable adjustments to the application process.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

When you applied for a place in Sixth Form you consented to us processing your personal data for the purposes of considering you for a place in our Sixth Form. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw consent please contact us by email to dpo@endeavour-mat.co.uk.

Once we have received notification that you have withdrawn your consent we will no longer process your application and, subject to our records retention policy we will dispose of your personal data securely.

Automated decision-making

Automated decision-making processes are used in the first stage of the Sixth Form Application process to determine if the application meets the entry requirements as detailed in the Sixth Form Admissions Policy. At this point an application will be either accepted for further consideration or refused. Subsequent application processes are not based solely on automated decision-making.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, in the unlikely event that we are unable to resolve any concern, you may contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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Data Protection Officer
Endeavour MAT
Wilmington Grange
Parsons Lane
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We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Date of last review: July 2025



Your Privacy at School

Hello! This notice explains how your school looks after your personal information. We want you to feel safe and understand what happens with your data.

What Information Do We Collect?

Your name, birthday, and address
Your school work and test results
Your attendance and behaviour
Photos and videos of you at school
Health or support needs (if any)

Why Do We Collect It?

To help you learn and keep you safe
To contact your parents or carers
To check how well the school is doing
To help with school trips and clubs

Who Do We Share It With?

Your teachers and school staff
The government (like the Department for Education)
Other schools if you move
Health and safety services if needed

How Do We Keep It Safe?

We keep your information safe on computers and in locked cupboards. Only people who need to see it can access it.

What Are Your Rights?

You can ask to see your information
You can ask us to fix anything that's wrong
You can ask questions about how we use it

Who Can You Talk To?

If you have questions, you can talk to your teacher or ask your parent or carer to contact the school's Data Protection Officer at dpo@endeavour-mat.co.uk.

Date of last review: July 2025