



## Privacy Notice – Pupils (2025 Update)

The Marlborough Science Academy is committed to protecting the privacy and security of our students' personal information.

This privacy notice explains how we collect, use, store, and share personal data about students, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Data Controller and Data Protection Officer

The Marlborough Science Academy is the data controller for the purposes of data protection law.

Our appointed Data Protection Officer (DPO) is Richard Atterton, contactable at [admin@marlborough.herts.sch.uk](mailto:admin@marlborough.herts.sch.uk).

## Why We Collect and Use Student Information

We collect and use student information under the following lawful bases:

- Consent (where required)
- Legal obligation
- Vital interests
- Public task (performance of our official duties as a school)

Sensitive personal data (special category data) is processed under additional conditions set out in the UK GDPR, such as explicit consent, vital interests, or substantial public interest.

## Categories of Student Information We Collect

We collect and process information including:

- Personal identifiers (name, address, contact details, unique pupil number)
- Characteristics (ethnicity, language, health needs, free school meal eligibility)
- Attendance and behaviour records
- Assessment and exam results
- Special Educational Needs (SEN) information
- Child protection and safeguarding records
- Biometric data (where consented)



- CCTV images

## How We Collect Student Information

We collect information during admissions and throughout a student's time at the school.

Some data is provided directly by parents or students; other data may come from previous schools, the local authority, or the Department for Education (DfE).

## Storing Student Data

We hold student data securely in line with our Data Retention Policy, available on request.

Data is stored on secure systems, both on-site and cloud-based (within the UK or EEA, or other territories with adequate data protection standards).

## Who We Share Student Information With

We share student data with:

- Future schools/colleges
- Local Authorities
- Department for Education (DfE)
- Exam boards
- School governors/trustees
- Health services (e.g., NHS, school nurse)
- Ofsted
- External service providers (IT systems, catering, communication platforms)
- The Teaching Regulation Agency (TRA)
- Youth support services (for students aged 13+ under Section 507B Education Act 1996)
- Police and law enforcement agencies (where legally required)

## National Pupil Database (NPD)

We share student information with the DfE for inclusion in the National Pupil Database (NPD), used for research, statistics, and educational policy development.

For more details, visit: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Youth Support Services



From age 13, we are legally required to pass student information to the Local Authority or commissioned youth support services.

Students (or parents before age 16) can request that only name, address, and date of birth are shared.

For information on local youth services, visit: <https://www.hertfordshire.gov.uk/services/young-people/young-people.aspx>

## Data Protection Rights

Under data protection law, students (and parents in some cases) have the right to:

- Access their personal data (Subject Access Request)
- Request correction or erasure
- Object to certain types of processing
- Restrict processing
- Data portability (where applicable)
- Withdraw consent (where consent was given)

We normally treat students aged 13 and above as having sufficient capacity to exercise these rights themselves.

## Contacting Us and the ICO

If you have any questions about this notice, or how we handle personal data, please contact our Data Protection Officer: [admin@marlborough.herts.sch.uk](mailto:admin@marlborough.herts.sch.uk)

You also have the right to contact the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk>

Phone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

## Changes to This Privacy Notice

We reserve the right to update this notice at any time. Substantial updates will be communicated to you.



