



**DISCOVERY**  
EDUCATIONAL TRUST

**Privacy Notice –  
Educational Records  
of Ex-Pupils**

## **Educational Records of Ex-Pupils**

Discovery Educational Trust (DET) and its Schools hold personal information, for example:

- Names and addresses;
- Contact details;
- Date of birth;
- Education attainment;
- Emergency contacts;
- Family relationships;
- General case information.

Some special category personal information is also held, for example:

- Health information;
- Ethnicity;
- Religion.

The law requires DET Schools to create pupil records and maintain them until the young person reaches the age of 25.

When a pupil changes school, this record transfers with them and is not retained by the previous school, other than to meet statutory returns.

The information is provided by parent/carers, the Local Authority, the last education setting and any previous education settings.

Each DET School is the Data Controller for this information, and the legal basis for processing personal data for this purpose is the Legal Obligation under The Education (School Records) Regulations 1989. The legal basis for processing special category personal data is Substantial Public Interest (Data Protection Act 2018 Schedule 1, Part 2, section 6 (2) (a)).

This information may be shared in order to comply with any legal obligation to do so, for example, with the Department for Education; or where Schools feel that there is a good reason that is more important than protecting your privacy, for example, if there are serious risks to others, to protect vulnerable individuals, or where there is reason to believe that there has been criminal or fraudulent activity.

## **Examination Certificates**

Examination certificates are issued to School by examination boards for dissemination to pupils. On some occasions, these certificates are not collected by pupils and remain with the

School for years. Schools will destroy these certificates in line with the pupil record, i.e., 25 years from the year of birth of the pupil.

Schools may attempt to contact parents/carers of pupils, who have not collected their certificates, to remind them that the pupil should collect them, or they will be destroyed in line with the Trust Retention Schedules.

Information likely to be used for this process includes:

- Pupil name;
- Pupil personal email address (if held);
- Parent/carer name;
- Parent/carer email or telephone number.

The legal basis for this processing is Legitimate Interest. If you require a copy of the Legitimate Interests Assessment, please contact the School Office.

If certificates are not collected and are subsequently destroyed, copies can be requested from the appropriate examination board.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary, DET/its Schools only do so where it is permitted by law, and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see Section 5 of the DET overarching Privacy Notice.

Please note that digital images may be retained in line with the DET Privacy Notices for School Photographs and Additional Activities, and Marketing Activities.