QUEST TRUST
Supporting Young People from
Early Years to Employment

Privacy Notice for Parents and Carers
September 2026

QUEST and its schools protect personal information about pupils and their parents and carers. This notice explains what we collect, why we use it, who receives it and how long it is kept under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
This notice covers information about parents and carers as well as pupils.

QUEST (A Church of England Schools Trust) is the data controller for the processing described here. Our Data Protection Officer is Debra Finch; contact details are below.
The personal data we collect, hold and share. Depending on the pupil's circumstances and the service provided, we may use the following information about pupils, parents, carers and emergency contacts:

- Names, addresses, dates of birth and contact details; pupil identifiers and enrolment information; parent or carer relationship and parental responsibility information. For specific eligibility checks, such as free school meals, we may need a parent or carer's date of birth, National Insurance number or evidence of benefit/earnings.
- Emergency contact details and relevant family or household circumstances needed to contact you, support the pupil or safeguard them.
- Payment and eligibility information where needed for school services, free school meals or financial support.
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnicity, language, nationality, country of birth, eligibility for free school meals, special educational needs and behavioural information.
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information, including sessions attended, absences and reasons for absence.
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and recordings used for educational, identification or publicity purposes as applicable, whether that be for websites, marketing material, events/awards etc.
- CCTV images at sites where cameras operate, and information about use of school IT and communications systems where monitoring is undertaken for defined purposes.
- Where pupils may go after they leave us (Post 16 Education, Training Provider, Apprenticeship, Employment)
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a unique learner number (ULN) and may also give us details about pupils' learning or qualifications.

We obtain information from you and the pupil, school staff, previous or future schools, local authorities, health or social care professionals, the Department for Education (DfE), eligibility checking services and other relevant organisations, where lawful.

Why we collect and use information
We use this data for:

- Pupil selection (and to confirm the identity of prospective pupils and their parents).
- Administering admissions waiting lists.
- Providing education services and extra-curricular activities to pupils and monitoring pupils' progress and educational needs.
- Supporting teaching and learning.
- Assessing and reporting on pupil progress and to set targets for schools.
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care.
- Assessing the quality of our services.
- Carrying out research and statistical analysis for diversity purposes.
- Complying with the law regarding data sharing
- Monitoring the use of the Trust's IT and communications systems in accordance with the Trust's ICT, E-Safety, Security and Safer Internet Policy
- Using pupil photographs or recordings in school or Trust publications, websites and social media where the relevant permission and lawful basis have been established.
- Sending essential school and Trust communications about education, events and services; for optional campaigns, fundraising or promotional messages, using the appropriate privacy and electronic communications rules and preferences.
- Giving and receiving information and references about past, current and prospective pupils and to provide references to potential employers of past pupils.
- Providing support to pupils after they leave the school.

Our lawful bases for using this data. We identify a lawful basis for each purpose. The principal bases for routine school processing are listed below.

- For statutory education, attendance, safeguarding, census and other required duties where applicable;
- Where the use is necessary for a task carried out in the public interest or exercise of official authority with a basis in law, including providing education and relevant safeguarding functions.
- Other bases are used only for particular purposes where they apply:
- For a specific optional use where consent is valid and can be withdrawn, such as identified publicity uses. Consent is not the general basis for delivering education or statutory returns.
- Exceptionally to protect someone's life in an emergency.

Where we rely on consent for a particular optional purpose, the person who gave it may withdraw it at any time by contacting the school or Data Protection Officer. Withdrawal does not affect processing already carried out lawfully.
We also use special category information, such as ethnicity, health, disability or some safeguarding information, only where we have an Article 6 basis and an applicable Article 9 condition, for example substantial public interest with a relevant Data Protection Act 2018 Schedule 1 condition, health or social care, or legal claims as appropriate. Criminal offence information requires separate Article 10 authorisation or a Schedule 1 condition.

Collecting this information
Some information is required by law or necessary for admission, education, safeguarding or eligibility checks; other information is optional. We will identify required fields and explain the consequences when collecting them. Without essential identity, contact or safeguarding information, we may be unable to complete an application, deliver a service or meet a duty. Please tell the school if your or your child's contact details or other relevant information changes so that our records remain accurate.

How we store this data
The schools keep information about pupils and their families on computer systems and sometimes on paper.

- We store records securely and limit access to authorised staff and service providers. Different categories have different retention periods, taking account of education, safeguarding, legal and operational requirements.

Why we share information.

- We share only what is needed and lawful for the relevant purpose. Routine statutory, education and safeguarding disclosures do not generally depend on consent; we seek consent where it is the appropriate basis for a specific optional disclosure.
- We share specified pupil data with DfE through statutory collections, including the school census, under the Education (Information About Individual Pupils) (England) Regulations 2013. Further information: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Recipients may include the following, according to the purpose and circumstances; this does not mean that every pupil's or parent's information goes to every organisation:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Schools that the pupils have attended/will attend
- Educators and examining bodies
- Ofsted

Suppliers and service providers acting for QUEST, including school management, payment, communication, IT and safeguarding systems.

- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities (including NHS)
- Security organisations
- Health and social welfare organisations
- Local Authority Designated Officer
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies, such as lawyers and consultants
- Support services (including insurance, IT support, information security)

- Youth support services, where the statutory age and information-sharing conditions described below apply. Processors acting for QUEST are bound by appropriate contractual and security requirements. Other recipients may act as independent controllers and apply their own privacy notices.

International transfers
If a supplier or recipient can access or receive personal information outside the UK, QUEST checks whether this is a restricted transfer and uses UK adequacy regulations, appropriate safeguards or another lawful route where required. You can ask the Data Protection Officer for details and a copy of relevant safeguards.

Youth Support Services
Pupils aged 13+
For pupils aged 13 to 15, we may share their name, address and date of birth with the local authority or youth support provider for its responsibilities under section 507B of the Education Act 1996. Other relevant information is shared only where the required parent or guardian consent has been given. The core information shared for this purpose is the pupil's name, address and date of birth. Additional information is subject to the applicable consent arrangements.
This enables them to provide services as follows:
• youth support services
• careers advisers
A parent or guardian can ask QUEST to limit information shared for youth support to the pupil's name, address and date of birth. The pupil takes this decision from age 16. Contact the school or the Data Protection Officer to make the request.

Pupils aged 16+
For pupils aged 16 and over, relevant information may be shared with the local authority or youth support provider for education, training and careers support under section 507B of the Education Act 1996. The young person controls any applicable request about sharing additional information. For more information about services for young people, please visit the Local Authority website.

National Pupil Database
The National Pupil Database (NPD) is managed by DfE and contains information from statutory education data collections. DfE is responsible for its own use and sharing of that information; its current privacy notice explains those arrangements.
We provide pupil information to DfE through statutory collections where required. Some of that information enters the NPD. DfE's current notice is at https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice. Schools submits any Early Years census information to the Local Authority.
For current information on the NPD and how DfE uses it, see https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice.

The DFE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by: conducting research or analysis, producing statistics, providing information, advice or guidance.

The DFE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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.
• 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 DfE data-sharing information, see
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For DfE information about approved access to NPD data, see its current NPD privacy notice and published data-sharing information.
To contact the DfE: https://www.gov.uk/contact-dfe

Your rights and requests. Parents, carers and pupils may request access to their own personal information. A child's personal data belongs to the child: a parent may make a request on the child's behalf where the child is not competent to act independently or has authorised the parent, subject to verification and the child's interests. Access to an educational record is subject to the rules applicable to the type of school.

Depending on the processing and lawful basis, rights include access, correction, erasure, restriction, portability, objection and withdrawal of consent where consent applies. You may also complain to the Information Commissioner's Office (ICO).
You may object to processing based on public task or legitimate interests; we will assess the objection under the applicable legal test. If direct marketing occurs, the right to object to it is absolute.
You may ask us to correct inaccurate personal information and, in applicable circumstances, erase it or restrict its use. These rights are not absolute where we must keep records for legal, safeguarding or education purposes.

Data portability applies only in specified circumstances, including certain automated processing based on consent or contract.
You may seek a remedy or compensation through the applicable legal routes where data protection law has been breached.
To exercise a right or ask a question, contact Debra Finch, Data Protection Officer, at d.finch@quest-trust.org.uk, or contact your school. You do not need a particular heading or form to make a subject access request. We may ask for information needed to verify identity or authority to act for a child.

- **Hindley Green Community Primary Enquiries:** enquiries@hindleygreenprimary.org.uk
- **St John's C. of E. Primary School Abram Enquiries:** enquiries@stjohns-abram.org.uk
- **University Collegiate School Bolton Enquiries:** enquiries@ucs-bolton.org.uk
- **St John's C. of E. Primary School Hindley Green Enquiries:** enquiries@stjohns-hindleygreen.org.uk
- **St Peter's C. of E. Primary School, Hindley:** enquiries@stpeters-hindley.org.uk

You may also write to QUEST, c/o QUEST Training Centre, 682 Atherton Road, Hindley Green, Wigan, WN2 4SQ, marked for the Data Protection Officer. A request is valid without a particular form of words. We may verify identity, parental responsibility or the pupil's authority before disclosing information.

Right to withdraw consent

Where we rely on consent for an optional use, the person who provided valid consent may withdraw it at any time by contacting the school or Debra Finch at d.finch@quest-trust.org.uk. Withdrawal is as easy as giving consent and does not affect earlier lawful processing.

We will stop the consent-based use after withdrawal. For questions or a data protection complaint, contact Debra Finch at d.finch@quest-trust.org.uk or the postal address above. QUEST will acknowledge a complaint within 30 days, make appropriate enquiries without undue delay, keep you informed and tell you the outcome.

You may complain to the ICO at any time at https://ico.org.uk/make-a-complaint/ or 0303 123 1113; you do not have to complain to QUEST first.

Last Reviewed	**Changes Recorded**	**Date**
September 2026	Notice revised	28.09.26