



Privacy Notice for Learners and their Families

Privacy notice – how the school uses pupil information

We also have a privacy notice written in child-friendly language, to aid pupils' understanding of their rights in relation to their data. A copy of this can be accessed in the Policy section and Learner Lounge of the website

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique learner numbers, contact details and address
- **Characteristics** – e.g. ethnicity and language
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – presented in their Educational Health Care Plan and Pupil Passport
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant exam results and accredited achievements
- **Behavioural information** – e.g. exclusions, physical interventions and behaviour logs

This list is not exhaustive – to access the current list of categories of information the school processes, please request the school's Data Asset Register which can be provided by the schools Data Protection Officer, David Cowell.

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning and needs
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet the statutory duties placed on us for government data collections

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- **Consent:** The individual has given their clear permission to process their data. Consent must be freely given, explicit, and can be withdrawn at any time.
- **Contract:** We need to process personal data to fulfil a contract with your child or to help them enter into a contract with us
- **Legal obligation:** The processing is required to comply with the law.
- **Vital interests:** The processing is necessary to protect an individual's life.
- **Public interest:** The processing is necessary to carry out a public task or official function that is clearly based in law.
- **Legitimate interests:** The processing is necessary for the school's or a third party's legitimate interests, unless there is a good reason to protect the individual's data.

The school does not process **special category data** (aka sensitive personal data) unless it is considered essential. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained explicit consent from child or parent/carer to use your personal data in a certain way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the parent/carer or child if they are at the correct age and we feel they are capable of making that decision
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you

- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

How do we collect your information?

We collect your personal information via the following methods:

- Registration . enrollment forms
- Common Transfer File (CTF) from your previous school
- Child protection plans
- Meetings with parents and the team around the young person
- Via multi-agency work with relevant partner agencies

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's data retention schedule. For more information about how we keep your information safe, please see the school's Data Protection policy and Security Policy.

Learners personal information is kept electronically on each learner's file which is accessed by the schools management team, teachers and staff working with the child.

Where hard copies of personal information exist, these are kept in the school office in securely locked cabinets or similar,

Who do we share your information with?

We routinely share your information with:

- The local authority (LA)
- Schools that you go to after leaving us
- The team around you (multi-agencies involved in your EHCP's and meeting needs)
- Accreditation Bodies
- Youth support services

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

The Local Authority

Your referral to our school will have been made by the LA, from this point they are informed of your progress, which includes sharing data such as attendance, behaviour and academic progress.

Schools that you go to after leaving us

If you transfer to another educational provider your personal information will follow you to ensure the new provider have the current and historical data they need . This is completed via a secure transfer or is hand delivered and signed for.

The team around you

In our SEN setting we recognise that successfully meeting a learners need can involve multi-agency work, e.g. health professionals, therapists and counsellors. It's important that these professionals have the personal data they require to be able to work to goals in your best interests.

Accreditation Bodies

Learners working towards nationally recognised awards and qualifications will need to be registered in order to achieve. This generally requires a learner's name, date of birth gender, start dates and ethnic origin to be shared in a registration process.

Youth support services

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

Sharing this information allows them to provide the following services:

- Youth support services
- Careers advisers
- Post-16 education and training providers

The information we share is limited to the pupil's name, address and date of birth; however, where a parent or guardian has provided their consent, other relevant information will be shared – this right to consent is transferred to pupils once they reach 16 years old.

We securely transfer information to the youth support services via a secure data transfer

The youth support services stores and retains this information in line with their policies:

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.

- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact David Cowell, Data Protection officer (DPO) via email - david.cowell@alpschools.org

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, David Cowell, by emailing david.cowell@alpschools.org

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 7th November 2024

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact DPO, David Cowell by emailing, david.cowell@alpschools.org

If you require further information about how we use your personal data, please visit our website, www.alpschools.org, or download our Data Protection Policy from the website.