



## Privacy Notice – How we use student information

To be in line with GDPR regulations, we have created this notice to explain to parents, students, schools and providers what data we collect, store and share, why we need to, what we use it for and on what legal basis we are allowed to do so. The notice also explains what your rights are in seeing the data that relates to you and your child, and requesting changes to how we use it, or asking questions relating to GDPR regulations and privacy.

New Leaf Triangle CIC is the Data Controller for the use of personal data in this privacy notice

### The type of student information we collect and use

We collect, hold and share:

- personal information (such as name, address, date of birth and emergency contact details)
- characteristics (such as ethnicity, language, looked after status)
- medical and welfare information (such as doctors' information, allergies, medication, and dietary requirements)
- educational needs information (such as SEN, behaviour information or individual risk assessments)
- attendance (such as school details where the student is on roll, exclusions, and sessions they have attended)
- activity and outcomes information (such as daily records, learning outcomes and progress against outcomes)
- photographs and video recordings

### Why we collect and use student information

The data collected is essential so that our provision can respond to need, fulfil official duties, and meet legal requirements.

We use student information to:

- a) establish and provide appropriate learning opportunities to the student
- b) provide appropriate care and support to the student
- c) to keep children safe (food allergies, or emergency contact details)
- d) monitor and report on pupil progress and outcomes
- e) to assess the quality of our services
- f) to meet the statutory duties placed upon us by the Department for Education or local authorities

### The legal basis for using this information

We only collect and use pupils' personal data where the law allows us to. This is where

- the processing is necessary for us to comply with the law

- the processing is necessary for us to perform a task in the public interest (in accordance with the legal basis of Article 6, paragraph 1, item a, b, c, d and with Article 9, paragraph 2, items a, b and c)
- the individual has given clear consent for processing of their personal data for a specific purpose.
- we need to protect the individual's vital interests (or the interests of someone else)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

## How we collect student information

We collect student information on referral forms, permission forms and other related documentation (such as EHCP or risk assessment or health reports) at the time of referral and admission.

We also collect student information at points during the placement when additional information is required – for example if additional permission is needed for a particular activity.

We will ask for updated information if and when information changes such as medical needs or contact details, this will be on a form or by email.

## How we store student data

Data is stored securely in line with GDPR and according to our Data Protection Policy. It is retained for as long as is necessary to fulfil the purposes for which it was obtained and to allow us to carry out our obligations and duties.

## How student data is shared

We do not share student information without consent unless the law and our policies allow us to do so. We will share only information that is required and only at times it is required and only to people and organisations that require it.

We share student information on the following bases

- Officials from the relevant local authority – for the purpose of registrations, attendance, progress updates
- Officials from the student's on-roll school or other registered provider – for the purpose of registrations, attendance, and progress updates,
- Transport Providers - for the purposes of student transport
- Awarding bodies - for the purpose of student awards and qualifications
- Professional advisors and consultants, such as educational psychologists, health advisors – for the purposes of registrations, outcomes updates and student well-being
- Volunteering and placement venues, such as nature reserves, equine centres or other places where a student may visit (at all times supervised by our own staff) for work or learning experiences

- Professionals with a direct interest in the education or well-being of the student, such as health agencies, police force, youth offending team for the purposes of registrations, outcomes updates and student well-being

### **How you can request access to your data**

Under data protection legislation, parents and learners have the right to request access to the information that we hold about them. To make a request to us, please contact us through the contact details on our website <https://www.newleaftrianglecic.co.uk>