



PRIVACY NOTICE

For Students

Policy Statement

During your time with us, we will gather and use information relating to you for various purposes. This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left Progression 2Work. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use information about you set out below:

Name, Telephone and email contact details, Date of Birth, Address, Assessment information, Details of previous/future schools, Unique pupil number, Behavioural information, Language(s), Nationality, Country of birth, Eligibility for free school meals, Photographs, Attendance information and CCTV images

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

Racial or ethnic origin, Religious beliefs, Special educational needs and disability information, Medical / health information, Information relating to keeping you safe, Sexual life, Sexual orientation and Dietary requirements

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians
- Your previous school or AP
- Teachers and other staff



- Department of Education (DfE)
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through your school life
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at Progression 2Work safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school and ensure your education is the best it can be.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website etc. Before we do these things, we will always ask you and your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school or AP.



Who will we share pupil information with?

We may be giving information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The local authorities like the Council or Police if we need to keep you safe
- The National Health Service in order to help make sure that Progression 2Work can keep you healthy and safe
- The Department for Education as required by the law
- Other organisations who provide special activities and support, such as Careers Advisers and people we work with to organise school trips

Keeping this information safe

It is very important that only people who need to use your information can see it. Progression 2Work keeps your information safe by restricting access to your information by taking reasonable steps to ensure that members of staff will only have access to personal data where it is necessary for them to carry out their duties and take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

Your rights

You are considered to be a data subject, which means you have a say in how your data is used. The rights you have increase as you get older. The most common right is the right of access, which means you can ask for copies of the information we hold about you. If you ever want to see a copy of the data we have, please speak to the Head Teacher/Principal.

Concerns

If you are concerned about how we are using your personal data then you can speak with our Data Protection Officer,

Sara Jenkins – sara.jenking@progression2work.co.uk

or if necessary you or your parent/carers can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>