



## **PRIVACY NOTICE**

*For Parent / Carer*

### **Policy Statement**

During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left Progression 2Work. Anything that we do with an individual's 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:

- personal information (such as name, address, home and mobile numbers, personal email addresses, emergency contact details, relationship marital status, job details and national insurance numbers)
- CCTV footage and images obtained when you attend the school site
- your relationship to your child, including Court orders that may be in place

We may also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

### **Where do we get this information from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins Progression 2Work, and when you attend the site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

### **Why do we use this information?**

1. Where we are required by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To the Government agencies including the police
- To obtain relevant funding for the school
- To provide or obtain additional services including advice and/or support for your family

2. Where the law otherwise allows us to process the personal data as part of our functions as a school or we are carrying out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the school
- To safeguard you, our pupils and other individuals
- To ensure the safety of individuals on any of our sites
- To aid in the prevention and detection of crime on any of our sites

3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

### **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

- Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
- Where the processing is necessary in order to ensure your health and safety on any of our sites, including making reasonable adjustments for any disabilities you may have.
- Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

## **Failure to provide this information**

If you fail to provide information to us we may be prevented from complying with our legal obligations.

## **How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

## **Who will we share pupil information with?**

We may share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- Providers of enrichment activities that your child is taking part in, for example on school trips or talks with careers advisors.
- Other agencies such as the National Health Service in accordance with our legal obligations to facilitate medical provision for children in our care
- The Department for Education in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> .

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe> .

Local authorities may share information that we are required to provide to them with other organisations. For further information about Nottingham City, Nottinghamshire and Derbyshire County local authority's data sharing process, please visit:

[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk) .

[Home | Nottinghamshire County Council](#)

[Home - Derbyshire County Council](#)



## **Data Processors**

We may contract with third party data processors to provide email, system administration, document management and IT storage services. Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

## **Data Subject Rights**

All data subjects have rights in relation to their data. If you want to request copies of your data, or data about your child, please contact us in the first instance.

Please be aware that children over the age of 13 are deemed to be competent enough to make decisions themselves about their data. In these circumstances we require the child's consent before we can provide information that is being requested.

## **Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/> .

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: Kerryanne Austin, Data Protection Officer:

[Kerryanne.austin@progression2work.co.uk](mailto:Kerryanne.austin@progression2work.co.uk)