



Privacy Notice

Learners, Students and Parents

About This Notice

This notice explains how we collect, use, and share personal information about learners and students. We follow the UK GDPR, the Data Protection Act 2018, and all relevant education and children's laws. This notice applies to all learners, students and parents.

We always follow our Data Protection Policy when handling personal data.

Collecting Information

Most of the information we collect is required by law, but some is optional. We will tell you which is which.

Please let us know if your personal details change so we can keep our records up to date.

What Information We Collect

- We may collect and use information such as:
- Name, learner number, date of birth, gender and contact details
- Emergency contacts and basic family information
- Characteristics (e.g., language, free school meal eligibility)
- Attendance records
- Assessment and performance data
- Behaviour information, including exclusions
- Photos and CCTV (if used)
- IT system and communication use
- Financial information
- Post-16 learning records

Sensitive (special category) information may include:

- Race or ethnicity, religion or beliefs
- Health and medical information
- Special educational needs (SEN)

We only use sensitive information when we have a strong, lawful reason to do so.

How We Use Your Information

We use learner information to:

- support learning
- monitor and report on progress
- provide pastoral care
- check the quality of our services
- comply with the law
- help with next steps after school



Our Legal Reasons for Using Information

We use personal information only when the law allows us to. This includes:

- Consent – when you (or a parent/carer) agree
 - Contract – to provide education or services
 - Legal obligation – to follow the law
 - Vital interests – to protect someone's life
 - Public task – work we must do as an education provider
 - Education Act 1996 – sharing data with the Department for Education (DfE) for national collections
- More information: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Sensitive information is only used for legal reasons, to protect someone, or if you have already made it public.

Sharing Data

We only share your information when necessary and follow strict rules to keep it safe. We do not share information if you have asked us not to—unless the law requires it, or it is needed to keep you safe.

We may share information with:

- Department for Education (DfE)
- Ofsted
- Other schools
- NHS
- Social care and welfare services
- Police or HMRC
- Local Authority Designated Officer
- Legal and professional advisers
- IT and support services
- Learning software providers
- Local Authorities
- Youth support services
- Other organisation sites

The DfE only releases data to approved organisations following strict rules. Contact DfE: <https://www.gov.uk/contact-dfe>

Retention

We only keep information for as long as necessary to meet legal requirements or resolve issues. More details are in our Data Retention Policy (available online in the staff policies area).

Security

We store information securely on computer systems and, where needed, paper files. We have measures in place to keep all information safe.



Youth Support Services

We share information with the Local Authority to provide youth support.

Parents/carers can request that only name, address and date of birth are shared.

At 16, learners can make this choice themselves.

- From age 13, some data may be shared with youth services and careers advisers.
- From age 16, information may be shared with post-16 providers, youth support services, and careers advisers.

For more information, visit the Local Authority website.

Accessing Your Information

Learners, students and parents can request the information we hold about them.

To make a **Subject Access Request (SAR)**, email:

 emma.barnard@inclusioneducation.org.uk

(Please include proof of identity.)

More details about your rights are in our Data Protection Policy.

Withdrawing Consent

You can withdraw your consent at any time.

To do this, contact the **Head of Business Operations** — unless the data is needed to meet legal requirements.

Contact Us

If you have questions or concerns about how your information is used, contact:

Head of Business Operations

 emma.barnard@inclusioneducation.org.uk

If unresolved, contact our Data Protection Officer (DPO):

Judicium Consulting Limited

 dataservices@judicium.com

You can also contact the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns>

Changes to This Notice

We may update this Privacy Notice at any time and will let you know when significant changes are made.