



Privacy Notice – (Parents & Children) Policy

Last Review on: 1st September 2024
Next review due by: 1st September 2025

Signed By: *La Barton*

Position: Director / Head of Centre



	Contents	Page
1	Introduction	3
2	The personal data we hold	3
3	Why we use this data	3
4	Our lawful basis for using this data	4
5	Collecting this data	5
6	How we store this data	5
7	Who we share this data with	5
8	Your rights	6
9	Complaints	7
10	Contact Us	7

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our provision uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our provision and their parents/carers**.

Early Life Enterprise is the 'data controllers' for the purposes of UK data protection law. For the rest of this document the term 'provision' applies to both the provisions.

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you and/or your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Parents/carers email addresses, telephone numbers
- Correspondence from parents/carers
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Behavioural information (such as suspensions)
- Attendance information
- Safeguarding information
- Family circumstances
- Details of any support received, including care packages, plans and support providers
- Photographs, videos and CCTV images captured in provision
- Data about your use of the provision's ICT equipment and network (e.g. internet browsing history)

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
- Characteristics, such as ethnicity, languages spoken or special educational needs

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

3. Why we use this data

We use the data listed above to:

- Support pupil learning
- Monitor and report on pupil attainment progress
- To contact you about your child and the running of the provision
- Provide appropriate pastoral care
- Protect pupil welfare and keep children safe (e.g. Food allergies, or emergency contact details)
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Meet the statutory duties placed upon us by the Department for Education

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting provision events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

3.2 Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful basis for processing you and your child's personal data for the purposes listed in section 3 above are as follows:

- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations). We need to process data to meet our responsibilities as a provision under UK law as set out here:
<https://www.gov.uk/government/collections/statutory-guidance-provisions>
An example of this is 'safeguarding children and young people'
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Managing a provision is considered a '**task in the public interest**'. Further details are available here:
<https://www.gov.uk/government/collections/statutory-guidance-provisions>

Less commonly, we may also use personal information about you where:

- We ask for your **Consent:** the individual has given clear consent for you to process their (or their child's) personal data for a specific purpose. An example of this may be certain uses of photographs of your child.

Where you have provided us with consent to use your data or your child's data, you may withdraw this consent at any time. We will make this clear when requesting consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the provision's use of your data.

4.1 Our basis for using special category data

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 your explicit consent to use your child's personal data in a certain way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- We need to process it for the establishment, exercise or defence of legal claims
- We need to use 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 use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

5. Collecting this data

While the majority of information we collect about you and your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Sheffield City Council
- Government departments or agencies
- Health authorities
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you and your child while they are attending our provision. We may also keep it beyond their attendance at our provision if this is necessary.

We have put in place appropriate security measures to prevent you and your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of you and your child's personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you or your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you and your child with:

- Our local authority Sheffield City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department of Education
- Our youth support services provider
- Exam boards
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

8. Your rights

8.1 How to access personal information that we hold about you and your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about you and your child.

If you make a subject access request, and if we do hold information about you and your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding you and your child's data

Under UK data protection law, you have certain rights regarding how you and your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of you and your child's personal data
- Prevent you and your child's data being used to send direct marketing
- Object to and challenge the use of you and your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you and your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- **Ian Lawrence** (managing Partner)



EARLY LIFE

ENTERPRISE | ENGAGE | INSPIRE

Email: hello@earlylifeenterprise.co.uk

Web: www.earlylifeenterprise.co.uk