



## Alternative Provision Service

(Encompassing the 3 PRU Bases, Launchpad Tuition, and Launchpad Alternative)

## Privacy Notice for Alternative Education Provision/Outreach Support

### Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

### Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

### Our Values / Principles

Individuals Aspirations Raised  
New Experiences  
Safety and Support  
Personalised Programmes  
Individuals Feeling Valued  
Respect  
Excellence in Learning

**Approved by:** [Name]

**Date:** [Date]

**Last reviewed on:** [Date]

**Next review due  
by:** [Date]

## **Privacy Notice for Alternative Education Provision/Outreach Support**

### **Privacy notice for parents/carers – use of your child’s personal data**

Under data protection law, individuals have a right to be informed about how the school 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**.

St Helen’s Borough Council (STMBC) complies with the Data Protection Act and the GDPR and is registered as a Data controller with the Information Commissioners Office (Reg No. Z566620).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists

- Comply with the law regarding data sharing
- Complete statistical returns to the Government Departments for Education

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- The processing is necessary for us to comply with the law section 537A of the Education Act 1996
- The processing is necessary for us to perform a task in the public interest

Less commonly, we may also process students' personal data in situations where:

- 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.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### ***How we store this data***

We keep personal information about pupils while they are attending our school and for 7 years after the child leaves school or reaches 25 years of age (whichever is greater) as stated in Launchpad & PACE Data Protection policy (*page 3 of 6 Processing, storing, archiving and deleting personal data: guidance*)

### **Data sharing**

We do not share information about pupils 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 data protection law) we may share personal information about pupils with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- The Department for Education
- The pupil's family and representatives
- Management Committee of Alternative/Outreach Provision
- Educators and examining bodies
- Our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals, Youth Offending Team
- Professional bodies

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Career Connect as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996

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This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Career Connect.

### **Transferring data internationally**

No data is transferred outside of the UK.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data age 12 or younger, or where the child has provided consent. A child is able to request access to their personal information held from the age of 13 years.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organization in certain circumstances.

If you would like to make a request please contact our data protection officer.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Access information by making a Subject Access request
- Complain to the Information Commissioners Office

To exercise any of these rights, more information can be found:-

<https://www.sthelens.gov.uk/council/data-protection-freedom-of-information/data-protection>

### **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.

You have the right to complain to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer via e-mail at:

[dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)