



EdStart Specialist Education Provision

Privacy Notice

Under data protection law, individuals have a right to be informed about how the EdStart uses any personal data that we hold about you or your children. We comply with this right by providing this Privacy Notice to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

We, EdStart, 5 Gerald Road, Salford, M6 6DW are the 'data controller' for the purposes of data protection law.

Our data protection officer is Diane Brown (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you or your child 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
- Photographs
- CCTV images captured on EdStart's Premises

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Attendance information
- Characteristics, such as ethnic background, languages spoken, eligibility for certain benefits, or special educational needs
- Family circumstances
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

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

Why we use this data

We use this data to:

- Report and monitor your child's attainment and progress
- Keep you informed about the running of EdStart (such as emergency cancellations/closures) and upcoming events
- Support pupils learning
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists

- Carry out research
- Comply with the law regarding data sharing
- Comply with our legal and statutory obligations.

Use of your personal data for marketing purposes

Where you have given us consent to do so, EdStart, may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of these emails and or texts at any time by contacting the school office, or by contacting our data protection officer.

Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- We have a legitimate interest in processing the data where;
 - The processing isn't required by law but is of clear benefit to you or others

Where we have obtained consent to use 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 is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, 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 you and your child while they are participating in our services. We may also keep it beyond this if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about pupils.

A copy of which can be requested on contacting EdStart.

Data sharing

We do not share information about pupils or parents 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:

- Local authorities, Government departments or agencies, The Department for Education, Educators and examining bodies – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Our regulator, Ofsted, our auditors, Police forces, courts and tribunals, Independent Schools Inspectorate - to meet our legal obligations to share certain information with it.
- Family members and representatives - where we are not legally obliged to share your personal data with a survey or research organisations we would always obtain explicit consent to share any personal data

- Suppliers/service providers, financial organisations, security organisations, professional advisers/consultants, Charities and voluntary organisations – to enable them to provide the service we have contracted them for
- Survey and research organisations, Health and social welfare organisations and health authorities – where we are not legally obliged to share your personal data with such organisations we would always obtain explicit consent to share any personal data.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that EdStart 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 (usually under the age of 12), or where the child has provided consent.

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 organisation 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
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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**:

- Diane Brown by email as follows d.brown@datasmartdps.com

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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint 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