

Inclusion Hampshire: Privacy Notice

Under data protection law, individuals have a right to be informed about how Inclusion Hampshire uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where personal data is being processed.

We use learner information as part of our working partnership with the referring schools and agencies under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2) of the General Data Protection Regulation (GDPR)

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

Why do we collect and use learner information

We use the learner data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to assess the quality of our service
- to comply with the law regarding data sharing
- to support in what to do after leaving school

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

- Contact details (including parents / carers), 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

We may also hold data about learners that we have received from other organizations, local authorities and multi agency professionals.

Our legal basis for using this data

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

- To fulfil the legitimate interest with the local authority and to enable them to comply with a legal obligation

We may also process learner's' personal data in situations where:

- We have obtained consent
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use learners personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 personal data overlap, and there may be several grounds which justify our use of this data.

Collecting Learner information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Learner information:

Inclusion School keeps information about learners on computer systems and where necessary on paper with appropriate secure storage. The length of time we keep our records is in line with the current guidance and in order to comply with any legal obligations.

Following this period of time all data is safely destroyed.

Who do we share learner information with?

We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure learners stay safe and healthy or we are legally required to do so. Information may be shared with:

- Stakeholders and agencies
- Local Authority: to meet our obligations to share certain information such as safeguarding concerns.
- Examining bodies
- Other schools, colleges or destination pathways
- Regulatory bodies i.e Ofsted, Department for Education (DfE)
- Partnership service providers
- Financing departments for invoicing purposes and auditing.
- Public bodies i.e Police, Health and Social Welfare organisations.

Why we share learner information:

To appropriate stakeholders to comply with their statutory obligation to the Department for Education, Ofsted and Local Authority. For more information on what these are please contact the Headteacher.

We do not share information about our learners with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents and learners have the right to request access to information about them that we hold. To make a 'subject access request' (SAR), contact

info@inclusionhampshire.org.uk

Details of your rights in relation to a SAR can be found on the Inclusion Hampshire GDPR / Data Protection policy.

Declaration:

I (name), declare that I understand:

- **Inclusion Hampshire has legal and legitimate interest to collect and process my / my child's personal data in order to meet statutory requirements.**
- **How my data is used.**
- **Who Inclusion Hampshire may share my data with.**
- **That Inclusion Hampshire will not share my data with any other third parties without consent, unless the law requires us to do so.**
- **My data is retained in line with Inclusion Hampshire's GDPR / Data Protection Policy.**
- **I have a right to withdraw consent at any time; unless the information is required in order to comply with legal or statutory obligation.**

If you have any concerns about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information regarding the personal data Inclusion Hampshire collect or use please read the GDPR / Data Protection Policy document on our website:

www.inclusionhampshire.org.uk or contact Emma Barnard via info@inclusionhampshire.org.uk