



Horizons Therapeutic Education Trust






Privacy Notice for Students and Parents/Carers

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1. HOW WE USE STUDENT INFORMATION

This Privacy Notice explains how and why we store personal information about students. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our trust is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulations.

The categories of Student information that we process include:




















For <u>all</u> students	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, Dietary preferences Medical practice address and telephone number Medical conditions (including allergies) and medication Student health
	Characteristics	Ethnicity, Language, Nationality, Country of birth
	Attendance Information	School sessions attended, number of absences, reasons for absences Previous school attendance record Attendance on trips, clubs or visits that the student might be part of
	Academic attainment and progress records	Teacher assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid year and end of year)
	Other	Pupil surveys Incidental evidence of students' successes (certificates, photographs, named trophies, celebration events)
For <u>some</u> students (only if applicable)	Other	Photographs Free School Meals eligibility Court Orders Other Pupil Premium eligibility (e.g. if the student is looked after) Safeguarding records (incidents, external agency reports)




		<p>Special Educational Needs reports (professional assessments, external professionals' reports, referrals to external support)</p> <p>Pastoral records (referrals for support both internal and external, notes of discussions with students, students' jottings of thoughts and feelings)</p> <p>Exclusion information</p> <p>Behaviour incident reports</p>
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2. WHY WE COLLECT AND USE STUDENT INFORMATION

The personal data collected is essential for the Learning Centres to fulfil their official functions and meet legal requirements.

We collect and use student information, for the following purposes:

-  Admissions: student selection (and to confirm the identity of prospective students and their parents/carers) and administration of waiting lists
-  Providing education services and extracurricular activities to students and monitoring students progress and educational needs
-  Informing decisions such as the funding of schools
-  Assessing performance and to set targets for the schools
-  Give and receive information and references about past, current and prospective students, and to provide references to potential employers of past students
-  Managing internal policy and procedure
-  Enabling students to take part in assessments, to publish the results of examinations and to record students' achievements
-  To carry out statistical analysis for diversity purposes
-  Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
-  Enabling relevant authorities to monitor the Learning Centre's performance and to intervene or assist with incidents as appropriate
-  Monitoring use of the Learning Centre's IT and communications systems in accordance with the Learning Centre's IT security policy
-  Security purposes
-  Where otherwise reasonably necessary for the Learning Centres' purposes, including to obtain appropriate professional advice and insurance for the Learning Centres
-  To provide support to students after they leave the Learning Centres
-  To support students learning and educational needs
-  To keep informed to keep children safe
-  To monitor and report on students' progress
-  To provide appropriate pastoral care, safeguarding students' welfare and providing appropriate pastoral support (and where necessary medical care)
-  To comply with the law regarding data sharing

-  To meet the statutory duties placed upon us for DfE data collections
-  To assess quality of our services
-  To carry out research

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation.

The HTET Learning Centres will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.













3. HOW WE COLLECT AND STORE STUDENT AND PARENT INFORMATION





We collect student information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting or information provided by other professional services assisting with the welfare / pastoral care of the child.

We hold student data securely for the set amount of time shown in our data retention schedule.

4. WHO WE SHARE STUDENT AND PARENT INFORMATION WITH

We routinely share student information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

-  Schools or other higher educational institutions that the students attends after leaving us
-  Our local authority, Somerset Council
-  The Department for Education (DfE)
-  Ofsted
-  Other schools that pupils have attended / will attend
-  NHS and immunisation teams
-  Children's Social Care or other welfare services
-  Law enforcement officials, such as police, HMRC
-  Local Authority Designated Officer
-  Professional advisors such as lawyers and consultants
-  Support services (including insurance, IT support, information security)
-  Providers of learning software

-  External professionals who visit the Learning Centres (such as Educational Psychologists or visiting activity leaders)
-  Suppliers and service providers with whom we have a contract
-  Voluntary organisations linked to the Learning Centres
-  Work experience providers

5. REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and students have the right to request access to information about them that we hold.

To make a request for your personal information, or be given access to your child's educational record, contact the Office by emailing MLCOffice@horizonstet.co.uk.

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR. If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, with our Data Protection Officer which is SchoolPro TLC Ltd. via DPO@SchoolPro.uk, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

6. WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting MLCOffice@horizonstet.co.uk.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

7. CONTACT, FULL PRIVACY NOTICE AND HOW GOVERNMENT USES YOUR DATA

If you would like to discuss anything in this privacy notice, or to view our full Students & Parents Privacy Notice (including how the Government uses your data), please contact MLCOffice@horizonstet.co.uk

8. LINKED POLICIES

HTET Data Protection Policy
HTET Data Retention Schedule
HTET Privacy Notices (All)