

includEd Learning
Independent Specialist Education Provider



GDPR POLICY

→ Procedure - Students and Parents

Privacy Notice - How we use pupil information

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, exclusions, number of absences and absence reasons)
- Assessment information and information necessary for exam entry.
- Information about pupils' educational needs.
- Information for EHCP submissions
- History of schools attended.
- Information regarding other agencies who work with the pupil
- Destination post 16
- Child protection and safeguarding information
- Photograph of pupil (on schools management system)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to complete statutory returns
- to provide appropriate post 16 guidance
- To keep pupils safe
- To ensure the security and safeguarding of our pupils

The lawful basis on which we use this information

We collect and use pupil information under Articles 6 & 9 of the General Data Protection Regulations 2018, under the Public Task and Legal Obligation headings and under the Education Act 1996.

We hold a small amount of information on the basis of Consent and you will be asked to sign that you agree to having and processing this information.

Student Data

IncludEd Learning takes the secure collection, storage and processing of data very seriously.

We aim to comply fully with the General Data Protection Regulations GDPR (2018).

Details of what data we collect, how and why we process it, who we provide information to and how long we keep it are outlined in the privacy notice below.

The GDPR gives you rights regarding the data we collect, process and store.

The Information Commissioner's Office explain your rights under the GDPR at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

CCTV

IncludEd Learning operates CCTV in many sites.

- CCTV cameras has been installed for the security and safeguarding of staff, visitors and pupils, and for the detection and prevention of damage and vandalism across the school sites.
- Equipment is positioned so that it only monitors spaces that the school intends to cover, with the minimum possible coverage of other areas.
- All buildings which have CCTV fitted will have signs indicating that CCTV is in operation.
- Images are securely stored for a maximum of 28 days unless an extract has been made as evidence of a specific incident, when it will be stored for the minimum time needed.
- This data is stored on the legal basis of legitimate interest and legal obligation.
- The data will only be used for the purposes it is recorded for.

If you would like to make a Subject Access Request regarding the information we hold/process/store for your child, please complete the Pupil Centred SRA form below and submit to either your child's learning centre or by email to pru.referrals@mspru.manchester.sch.uk. We will respond within 31 days.

If for any reason we refuse a request, we will fully explain our decision and give you details of the appeals procedure.

IncludEd

Subject access request



To the School Data Compliance Officer,

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

My name	
Relationship with the school	Please select: Pupil / Parent / Carer / Staff member / Volunteer / Governor Other please specify
Correspondence address	
Contact number	
Email address	
Details of the information requested <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none"> • Your personnel file • Your child's medical records • Your child's behavior record, held by [insert class teacher] Emails between 'A' and 'B' between [date]	Please provide me with:

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

Yours sincerely,

Name

REVIEWED: Senior Leadership Team

DATE: AUTUMN 2024

NEXT REVIEW DATE: AUTUMN 2025

This document is reviewed annually to ensure compliance with current regulations.