



Privacy Notice – Pupils, Parents & Carers

Policy Owner: Bridge 2 Education & Employment

Linked Policies: Safeguarding & Child Protection Policy, Data Protection Policy

Effective Date: June 2026

Review Date: June 2027

Introduction

Bridge 2 Education & Employment (B2EE) is committed to protecting and respecting the privacy of pupils, parents and carers.

This Privacy Notice explains:

- What information we collect.
- Why we collect it.
- How we use it.
- Who we share it with.
- How long we keep it.
- Your rights under UK GDPR.

Who We Are

Bridge 2 Education & Employment (B2EE) www.bridge2ee.co.uk

Data Protection Lead contact:

Email: info@bridge2ee.co.uk

Information We Collect

We may collect:

Pupil Information

- Name
- Date of birth
- Address
- Gender
- EHCP information
- SEND information
- Attendance records
- Assessment information
- Behaviour records
- Safeguarding records
- Medical information
- Risk assessments
- Examination information
- Destination information

Parent/Carer Information

- Names
- Addresses
- Contact numbers
- Email addresses
- Emergency contact information

Why We Collect Information

We process information to:

- Deliver educational provision.
- Safeguard children.
- Meet legal obligations.
- Monitor attendance.
- Support SEND needs.
- Assess progress.
- Communicate with families.
- Meet Local Authority requirements.
- Support transition planning.

Legal Basis for Processing

We process information under:

- Education legislation
- Safeguarding legislation
- UK GDPR
- Data Protection Act 2018
- Public task

- Legal obligations
- Vital interests where safeguarding concerns arise

How We Store Information

Information is stored securely using:

- CPOMS
- Microsoft 365
- Secure electronic systems
- Secure Excel monitoring systems

Access is restricted to authorised staff.

Who We Share Information With

Information may be shared with:

- Local Authorities
- Schools
- Social Workers
- Health Services
- CAMHS
- Educational Psychologists
- Alternative Providers
- Examination Bodies
- Ofsted
- Safeguarding Partners

Information is only shared where lawful and necessary.

How Long We Keep Information

Pupil records are retained until:

Date of Birth + 25 years

unless statutory requirements require longer retention.

Your Rights

You have the right to:

- Access information.
- Request correction of inaccurate information.
- Restrict processing where appropriate.
- Raise concerns.
- Make a complaint to the ICO.

ICO Contact Details

Information Commissioner's Office

Telephone: 0303 123 1113

Website: <https://ico.org.uk>

Contact Us

Email: info@bridge2ee.co.uk

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: June 2026

Next Review Date: June 2027



