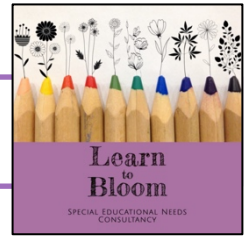


Privacy Policy



Learn to Bloom Privacy Policy

September 2021

Background

Learn to Bloom takes the security and privacy of personal data seriously and ensures that personal data is processed in a transparent and lawful manner.

The gathering and processing of data is a fundamental requirement of Learn to Bloom's business activity in order to provide comprehensive services and maintain relationships with individuals. At all times Learn to Bloom will comply with legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security.

This notice applies to associates, pupils and management, teaching and support staff in schools working with Learn to Bloom. If you fall into one of these categories, then you are a 'data subject' for the purposes of this Privacy Notice.

Information about Learn to Bloom

Learn to Bloom is a Special Educational Needs Consultancy that provides specialist tuition, consultancy services, and bespoke training packages for schools.

What does this Privacy Notice cover?

This Privacy Notice explains how Learn to Bloom uses your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

What is Personal Data?

Personal data is any information about you that enables you to be identified. Some of the data that Learn to Bloom uses is sensitive data and can include assessment data and names of pupils, parents and school staff.

Why and how do we use your Personal Data?

Learn to Bloom uses your data because it is necessary to support the work undertaken and the performance of a contract with your school or educational establishment. The data we collect depends on what services you might use and how much personal data we need to provide these services.

What Personal Data does Learn to Bloom collect?

Learn to Bloom may collect some or all of the following personal data:

Name of pupil

Name and job title of key professionals involved

School

Pupil date of birth

School address

Pupil performance, behaviour, and health information

School email addresses

Parent/carers email addresses

School telephone number

Parent/carers telephone number

Personal data may be obtained from the following third parties: school or parents/carers.

How long will we keep your Personal Data?

Learn to Bloom will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- (a). Diagnostic assessments undertaken on behalf of schools will be kept for 6 weeks from the assessment date to allow for queries to be answered and recommendations to be put in place. A copy will be provided for school and parents/carers at the time of the assessment and school will be responsible for the correct storage of the report alongside other documents in a pupil's file.
- (b). Contact data of school staff will be reviewed on an annual basis to ensure accuracy of data held.

How and where do we store or transfer your Personal Data?

Learn to Bloom will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

The security of your personal data is essential. To protect your data, Learn to Bloom take a number of important measures, including the following:

- All files are secure and password protected.
- All filing cabinets are locked.

Do we share your Personal Data?

Learn to Bloom will only share your personal data with the referring institution, in order to complete the consultancy, assessment or tuition process.

In some limited circumstances, Learn to Bloom may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

What are your Rights?

Under the GDPR, you have the following rights, which Learn to Bloom will always work to uphold:

The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details below, and the right to access the personal data we hold about you.

The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.

The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have.

The right to restrict (i.e. prevent) the processing of your personal data.

The right to object to us using your personal data for a particular purpose or purposes.

The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

How can you access your Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a hard copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests to Learn to Bloom should be made in writing and sent to the email address below. There is no charge for a subject access request.

We will respond to your subject access request normally within one month of receiving it. We aim to provide a complete response, including a copy of your personal data within that time.

How can you contact Learn to Bloom?

To contact Learn to Bloom about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

For the attention of:

Mrs Jane Dodd

Special Educational Needs Consultant

Learn to Bloom

Email address: info@learntobloom.co.uk

Telephone: 01530 483480

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if the business is changed in a way that affects personal data protection.

Any changes will be made available via the website address:

www.learntobloom.co.uk