

Equal Endeavours SEND Consultancy

T: 07926 598500

E: [equalendeavours@outlook.com](mailto:equalendeavours@outlook.com)

W: [www.equalendeavours.com](http://www.equalendeavours.com)

*Creating equal opportunities for every child to succeed.*



## Equal Endeavours Client Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
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- [Who we share information with](#)
- [How to complain](#)

### **Contact details:**

Telephone: **07926 598500**

Email: [equalendeavours@outlook.com](mailto:equalendeavours@outlook.com)

What information we collect, use, and why:

We collect or use the following information **for student education and welfare:**

- Names and contact details for students/children
- Names and contact details for carers
- Date of birth
- Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
- Welfare information (includes family and home life circumstances and history)

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- Attendance and reason for absence data
- Exam results and qualifications
- Progress reports
- Exclusion, suspension and behavioural information

**We collect or use the following information for information updates or marketing purposes:**

- Names and contact details
- Address/ email addresses

**Our lawful bases for collecting or using personal information for student education and welfare are:**

- Consent - we have permission from you; we have given you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

**Our lawful bases for collecting or using personal information for information updates or marketing purposes are:**

- Consent - we have permission from you; we have given you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

**Where we may get personal information from:**

- Directly from you
- Parents or carers
- Local authorities or local councils
- Social services
- Other education establishments
- Health care providers

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- Professional consultants
- Involved Professionals with consent.

How long we keep information

Equal Endeavours will retain your personal information for a period of no longer than 3 years. Should it be required that your personal information needs further retention, we will contact you to provide continuing consent (reviewed every 3 years). This may, for example, be required where information is part of a longer legal process such as Education, Health and Care Planning and Reviews.

**Who we may share information with: (with your consent, excepting in cases of serious safeguarding concerns, where our legal duties apply).**

Others we share personal information with

- Parents and carers
- Local authorities
- Social services
- Fostering agencies
- Pupil Referral Units (PRU's) or Education Otherwise at School Centres (EOTAS)
- Specialist teachers such as peripatetic workers or speech and language therapists
- School governing bodies (such as Board of governors)
- Health care providers
- Organisations we need to share information with for safeguarding reasons
- Professional advisors
- Organisations we're legally obliged to share personal information with
- Professional consultants

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## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

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