



LEICESTER

THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

Privacy Notice For Pupils And Parents

Policy Owner	Gurjinder Sahota
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Linked Policies	Safeguarding; Data Protection; Data Breach; Data Retention; Information Security; Filtering & Monitoring

Safeguarding at Leicester Therapeutic School

At Leicester Therapeutic School, we are committed to providing an environment in which pupils feel safe and secure to access their education. Safeguarding is everyone's responsibility and all staff maintain an "it could happen here" attitude. We recognise our responsibility to safeguard and promote the welfare of all pupils, including protecting them from abuse, neglect, exploitation, bullying and online harm. Leicester Therapeutic School is dedicated to a strong safeguarding culture in which the safety and well-being of children is a central thread through all aspects of the school. Anyone with a safeguarding concern should contact the school's Designated Safeguarding Lead or Headteacher immediately. Safeguarding and the safety and well-being of pupils are carefully considered across all school policies.

Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School

At Leicester Therapeutic School, we are passionate about providing an inclusive education for children with special educational needs and disabilities (SEND). We recognise and celebrate individuality and use personalised approaches so pupils feel supported throughout the school day. We adapt the environment, curriculum and support to meet individual needs and place a strong focus on pupils' personal, social and emotional development. SEND is carefully considered across all school policies. For more information, please read the school's SEND Information Report.

This privacy notice explains how Leicester Therapeutic School collects, uses, stores and shares personal information about pupils and parents/carers. It is issued in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 (DUAA), together with other education, safeguarding and health legislation that applies to the school.

The DUAA amended parts of UK data protection law and all of its data protection provisions are now in force. It does not replace the UK GDPR or Data Protection Act 2018. References in this notice to “data protection law” include those laws as amended from time to time.

This notice applies to prospective, current and former pupils and to parents/carers whose personal information we process. Children have their own data protection rights. We will provide information about privacy in an age-appropriate and accessible way and take account of pupils’ understanding and communication needs.

1. Who Collects This Information

Leicester Therapeutic School is the data controller for the personal information described in this notice. This means that the school decides why and how personal information is used and is responsible for handling it lawfully, fairly, transparently and securely.

This notice does not form part of any contract and may be updated when our processing changes or when law or guidance changes. Where there is a significant change, we will take reasonable steps to bring the updated notice to the attention of pupils and parents/carers.

This notice should be read alongside the school’s Data Protection Policy, Data Retention Policy, Data Breach Policy, Information Security Policy and Filtering and Monitoring Privacy Notice, together with any specific privacy information provided when we collect particular information.

2. Data Protection Principles

We follow the UK GDPR principles of lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality; and accountability. Further detail is set out in the school’s Data Protection Policy.

3. Categories of Pupil Information We Collect, Process, Hold and Share

Depending on the pupil, placement and services provided, we may collect, store and use the following categories of personal information:

- Identity and contact information, including name, date of birth, pupil or internal reference number, address, telephone and email details;
- Family, parental responsibility and emergency contact information, including names, relationships and contact details;

- Admissions, referral, placement and commissioning information, including local authority information, funding arrangements and relevant previous-setting information;
- Attendance and timetable information, including sessions attended, absences, reasons for absence, reduced or personalised timetables and educational visits;
- Education, curriculum, assessment, progress, achievement and reporting information;
- Behaviour, pastoral, safeguarding and child protection information, including concerns, incidents, risk assessments and support plans where relevant;
- Health and medical information, including allergies, medication, first aid, individual healthcare plans and information needed to provide safe care;
- SEND, EHCP, therapy and support information, including reports and information from education, SALT, OT and other involved professionals;
- Photographs, video or audio recordings and CCTV images where used lawfully, together with consent or preference records where applicable;
- Information about use of school IT, devices, accounts, filtering and monitoring systems, online services, cyber-security events and approved educational technology;

Some of the information we process is special category personal data or otherwise particularly sensitive. This may include:

- Race or ethnicity, religious or philosophical beliefs and, where relevant and lawful, information about sex life or sexual orientation;
- Physical or mental health, disability, medical information, therapy information and SEND information;
- Biometric or genetic information where the school has a lawful reason to process it. We may also process criminal offence or allegation information where this is necessary for safeguarding, security or another lawful purpose.

4. How We Collect this Information

We collect information directly from pupils and parents/carers and, where appropriate, from previous schools or settings, local authorities, health and therapy professionals, social care, safeguarding agencies, the Department for Education (DfE), assessment bodies and other organisations lawfully involved with the pupil. Some information is mandatory because we need it to meet legal, contractual, safeguarding or operational requirements; other information is optional. We will explain this at the point of collection where appropriate.

It is important that the personal information we hold is accurate and current. Please tell the school if your or your child's information changes.

5. How and Why We Use Your Personal Information

We only use personal information where we have a lawful reason to do so. Depending on the circumstances, we use pupil and parent/carer information to:

- Manage enquiries, referrals, admissions, transitions, placements and local authority commissioning, and confirm identity and parental responsibility;

- Provide education, curriculum, therapeutic and enrichment provision and adapt teaching and support to individual needs;
- Implement and review EHCP provision, individual targets, therapy recommendations and other support plans;
- Monitor attendance, participation, engagement, progress, attainment and outcomes and provide reports to families and relevant professionals;
- Safeguard pupils, promote welfare, manage child protection concerns and provide pastoral, behavioural and emotional support;
- Provide safe health, medical, first aid and medication support and respond to emergencies;
- Communicate with parents/carers, previous or future settings, local authorities and other professionals involved in a pupil's education or care;
- Manage school administration, complaints, governance, insurance, legal claims and internal policies and procedures;
- Meet legal, regulatory, registration, inspection and reporting requirements, including requirements applying to registered independent schools;
- Administer fees, funding, local authority payments, procurement or other financial arrangements where relevant;
- Support equality monitoring, accessibility and reasonable adjustments and identify or reduce barriers to participation;
- Enable appropriate assessments, qualifications or external activities and record pupil achievements;
- Protect school systems and users through account management, filtering and monitoring, cyber security, audit logs and investigation of security incidents;
- Use photographs, video or audio for education, communication, publications, the school website or social media where there is an appropriate lawful basis and any required consent;
- Maintain site safety and security, including through CCTV where used and separately notified;
- Obtain professional advice, use approved service providers and manage risks to the school, pupils and staff;
- Support transition, references, information transfer and appropriate ongoing support when a pupil leaves the school.

6. The Lawful Bases on which we use this Information

For each purpose we identify an appropriate lawful basis under Article 6 UK GDPR. As an independent school, the basis will depend on the particular processing. The lawful bases we may rely on include:

- Legal obligation: where processing is necessary to comply with a legal duty, including safeguarding, health and safety, registration, statutory information or record-keeping duties;
- Contract: where processing is necessary to take steps before entering into, or to perform, a contract or placement arrangement;
- Legitimate interests: where processing is necessary for the school's legitimate interests or those of a third party and those interests are not overridden by the individual's rights and freedoms, for example appropriate school administration, security or service delivery;
- Recognised legitimate interests: where the law permits this without a separate balancing test, including certain safeguarding, crime-prevention, emergency and public-body information-sharing purposes, subject to the statutory conditions;

- Vital interests or consent: where processing is necessary to protect someone's life, or where consent is the appropriate basis for a specific optional use. Consent can be withdrawn at any time without affecting processing already carried out lawfully;
- Public task or official authority: only where this basis genuinely applies to a particular statutory function. Registered independent school statutory collections such as the School-level Annual School Census (SLASC) are generally processed because of a legal obligation rather than because the school is carrying out a public task.

We will identify and document the lawful basis that applies to each processing activity. We may process information without consent where another lawful basis applies, including where this is necessary to comply with the law or to safeguard a child.

7. How we use particularly sensitive personal information

Special category personal data requires both an Article 6 lawful basis and an additional Article 9 condition. Criminal offence information is subject to separate safeguards under Article 10 UK GDPR and the Data Protection Act 2018. Depending on the circumstances, we may process sensitive information:

- With explicit consent, where this is appropriate and freely given;
- Where necessary for substantial public interest purposes permitted by law, including safeguarding, equality of opportunity and preventing or detecting unlawful acts where the relevant conditions are met;
- Where necessary for health or social care, medical diagnosis, assessment or support by, or under the responsibility of, an appropriate professional;
- Where necessary to protect vital interests, establish or defend legal claims, or for another condition expressly permitted by data protection law.

When we process safeguarding information, allegations, criminal offence information or other highly sensitive data, we limit access, record an appropriate lawful condition, and apply the safeguards required by our Data Protection Policy and appropriate policy document.

8. Sharing Data

We share personal information only where there is a lawful basis and the sharing is necessary and proportionate. We do not sell pupil or parent/carers personal data. Where possible, we minimise or anonymise information before sharing and use secure methods.

Depending on the circumstances, we may share information with:

- The Department for Education (DfE), including through statutory collections that apply to registered independent schools;
- Local authorities, SEND/commissioning teams and other public bodies involved in placements, EHCPs, funding, attendance, safeguarding or statutory functions;

- Ofsted and/or another approved inspectorate, and the Department for Education where required for registration, inspection or regulatory purposes;
- Previous, current or future schools, colleges, alternative provisions or other educational settings;
- NHS bodies, school nursing, GPs, emergency services, therapy providers and other health professionals involved in a pupil's care;
- Children's social care, the Local Authority Designated Officer, police and other safeguarding or law-enforcement agencies where necessary;
- Assessment, examination or qualification bodies and organisations supporting educational activities where relevant;
- Professional advisers, insurers, auditors, legal advisers and consultants;
- Approved IT, cloud, MIS, filtering and monitoring, cyber-security, communications and other service providers acting under contract;
- Other contractors or service providers, such as transport or activity providers, where information is necessary to provide a safe and effective service;
- Other recipients where we are required or permitted by law to share information or where you have provided valid consent for a specific optional disclosure.

As a registered independent school, Leicester Therapeutic School completes the statutory School-level Annual School Census (SLASC) and any other DfE collections that apply to the school. We may also share information with local authorities for commissioned placements, funding, EHCP processes, safeguarding and other lawful functions. The particular data items and legal basis depend on the relevant collection or requirement.

Information is shared securely. Where a recipient or service provider processes personal data outside the UK, the school will ensure that an approved international transfer mechanism or another lawful safeguard is in place where required.

Processors acting on the school's behalf are required by contract to protect personal data, use it only on our documented instructions and meet appropriate security, confidentiality, deletion and assistance requirements.

9. Retention Periods

We keep personal information only for as long as it is needed for the purpose for which it was collected, to meet legal, safeguarding, regulatory, insurance or accounting requirements, or to establish or defend legal claims. Different categories of pupil information have different retention periods.

Our detailed retention periods are set out in the school's Data Retention Policy and retention schedule. Records that form part of a safeguarding or child protection record may be retained for longer periods in accordance with statutory guidance and the school's retention schedule.

10. Security

We use appropriate technical and organisational measures to protect personal information against accidental or unlawful loss, alteration, disclosure, access or destruction. Measures include role-based access, secure accounts, multi-factor authentication where required, encryption, device and network

security, backups, filtering and monitoring, staff training, incident management and contractual controls over service providers.

Details of our security and breach arrangements are set out in the Information Security Policy, Data Breach Policy and Filtering and Monitoring Privacy Notice. Approved educational technology, cloud or AI-enabled services that process personal data are subject to proportionate data protection and security checks before use, including a DPIA where required.

Please keep the school informed if your or your child's personal information changes. If you believe information is inaccurate, contact us so that we can consider and, where appropriate, correct it.

11. Department for Education and National Data Collections

The Department for Education manages national education data collections and the National Pupil Database (NPD). Leicester Therapeutic School is a registered independent school and completes the statutory School-level Annual School Census (SLASC). SLASC collects school-level information including pupil numbers and information about pupils with special educational needs and looked-after status; it is not the same as the termly school census completed by maintained schools and academies.

Where pupil-level personal information is lawfully provided to DfE through a statutory or other authorised collection, DfE becomes a separate data controller for its own use of that information and some information may form part of national education datasets, including the NPD. DfE publishes its own privacy notices explaining how it uses and shares those data.

Further information about SLASC is available on GOV.UK under "School-level annual school census". Information about the NPD is available in the Department for Education's National Pupil Database privacy notice.

DfE may use information it lawfully receives for purposes including:

- Education policy, planning, funding, accountability and service delivery;
- Producing statistics, analysis and official publications; and
- Approved research or other lawful uses intended to support education or the well-being of children.

DfE applies controls to access and disclosure of national education data and is responsible for its own compliance when it acts as data controller.

- The identity and suitability of any person or organisation requesting access;
- The purpose for which the information is required;
- The amount and sensitivity of information requested; and
- The security, confidentiality, retention and other safeguards that will apply.

Organisations receiving DfE data must comply with the conditions and security requirements imposed by DfE and with applicable data protection law.

For current information about DfE education data, visit GOV.UK and search for "National Pupil Database privacy notice" or "School-level annual school census".

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

For information about DfE data sharing and research data, visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

DfE contact information is available at <https://www.gov.uk/contact-dfe>

Data protection rights in relation to a child's personal data belong to the child. A parent/carer may make a request on a child's behalf where it is lawful and appropriate to do so, taking account of the child's age, understanding, best interests and any relevant parental responsibility. Pupils and parents/carers can also request access to their own personal information by contacting the school.

12. Your Data Protection Rights

Depending on the circumstances and the lawful basis for processing, data protection law gives individuals rights including:

- **Access:** to obtain confirmation of whether we process your personal data and, subject to applicable exemptions, a copy of it. When responding to a subject access request, the school will carry out reasonable and proportionate searches for relevant information;
- **Rectification:** to ask us to correct inaccurate personal information and complete information that is incomplete;
- **Erasure:** to ask us to delete personal information in certain circumstances. This right does not apply where we are required or permitted to retain the information;
- **Restriction:** to ask us to restrict use of personal information in certain circumstances;
- **Objection:** to object to processing in certain circumstances, including some processing based on legitimate interests and direct marketing;
- **Data portability and automated decisions:** where the legal conditions are met, to receive certain information in a portable format and to exercise rights relating to solely automated decisions that have legal or similarly significant effects. The school does not currently use solely automated decision-making to make decisions about pupils that have legal or similarly significant effects.

To exercise a data protection right, contact Gurjinder Sahota or the Data Protection Officer. We will explain if a particular right does not apply to the processing in question.

We may need reasonable information to verify identity or authority before acting on a request. We will respond within the statutory timescale and will explain any lawful extension, exemption or restriction that applies.

13. Right to Withdraw Consent

Where we rely on consent for a specific processing activity, you may withdraw that consent at any time by contacting the school. Withdrawal does not affect the lawfulness of processing carried out before consent was withdrawn, and it does not prevent us from continuing the processing if another lawful basis applies.

14. Contact

If you have a concern or complaint about how the school uses personal information, please contact Amy Vickerman in the first instance at the school. The school will provide a clear route for data protection complaints, acknowledge a complaint within 30 days, investigate it appropriately and communicate the outcome without undue delay.

The school has appointed a Data Protection Officer (DPO) to advise on data protection compliance and monitor the school's arrangements. If your concern cannot be resolved by the school, or you would like independent data protection advice about the school's processing, you can contact the DPO using the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Website:	www.judiciumeducation.co.uk

You may complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection. The ICO normally expects you to raise the concern with the organisation first where appropriate. Current complaint routes and contact details are available at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>.

15. Changes to this Privacy Notice

We review this privacy notice at least annually and whenever there is a significant change to how we use personal information or to applicable law or guidance. Where a material change affects pupils or parents/carers, we will take reasonable steps to bring the updated notice to their attention.