

Vision Motor Training Ltd

Data Protection and General Data Protection Regulation (GDPR) Policy

**Who are we?**

Vision Motor Training is the Data Controller for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (EU 2016/679) (GDPR).

**Why do we Collect and Use Pupil Information?**

We collect and use personal information to perform a task carried out in the public interest and in the exercise of official authority *(GDPR Article 6 1(e))* and sensitivepersonal information also for reasons of substantial public interest on the basis of law *(GDPR Article 9 2(g)).* The specific legal basis for the collection of pupil information is the Education Act 1996. We collect information from learners and may receive information about learners from the previous school and the Learning Records Service. We hold this pupil data and use it to:

* Support pupil learning;
* Monitor and report on pupil progress;
* Provide appropriate pastoral care;
* Assess the quality of our services;
* Comply with the law regarding data sharing.

**What Information is Collected?**

* Personal information (such as name, unique learner number, address, details of parents and other contacts);
* Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility);
* Assessment information;
* Attendance information (such as sessions attended, number of absences and absence reasons);
* Exclusions and behavioural information;
* Special educational needs and medical information.

**Collecting Pupil Information**

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform pupils whether they are required to provide certain pupil information to us or if they have a choice in this.

**Storing Pupil Data**

We hold pupil data for up to 25 years so that we are able to respond to requests from former pupils for details of their education including qualifications.

**Who do we Share Pupil Information With?**

We routinely share pupil information with:

* Schools that the pupil’s attend after leaving us;
* The local authority;
* The Department for Education (DfE);
* The National Health Service;

**Aged 14+ Qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil’s unique learner number (ULN) and may also give us details about the pupil’s learning or qualifications.

**Why we Share Pupil Information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We do not expect to transfer data to a non-EU country for offsite storage or processing but if we did, we would ensure that appropriate safeguards were in place. We share pupils’ data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**Data Collection Requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**Requesting Access to Personal Data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for personal information, or be given access to a child’s educational record, please contact the Data Protection Officer, Perceval House.

You also have the right to:

* Prevent processing for the purpose of direct marketing;
* Object to decisions being taken by automated means;
* In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
* Claim compensation for damages caused by a breach of the Data Protection regulations.

Pupils who are on dual roll may have additional data held at their referring school.

If a pupil or parent has a concern about the way we are collecting or using personal data, they should raise their concern the Local Authorities Data Protection Officer in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>.

More information about how our local authority and/or DfE collect and use information, can be found at:

* Our local authority at <https://www.hereforschools.co.uk/DataProtection/Privacy>

or

* The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

The LA or DfE can also be contacted as below:

data.protection@eastriding.gov.uk

01482 391419

<http://www.education.gov.uk/help/contactus>
03700 002288