

PRIVACY NOTICE

The Edison Centre Privacy Notice

INTRODUCTION

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the UK General Data Protection Regulation.

The Edison Centres are nurture provisions providing temporary alternative education placement for children from Foundation Stage to Year 6. We work together alongside our partner schools and professionals to build learning plans for children and young people who may currently be struggling to cope in their current placement. Our core purpose is to improve the life chances of the children we work with. The Edison Centres are provided by Discovery Multi Academy Trust at the Beechwood and Weston Mill Academy sites. The data we use is collected via referral forms from the school or setting that your child attends and from you or your child should support be provided. This document provides information on the data collected and how it is used.

THE CATEGORIES OF INFORMATION THAT WE PROCESS INCLUDE:

- Personal identifiers for you and your child including contacts (such as name, DOB, contact details and address);
- Family background (such as number and ages of siblings, step family, absent parents, significant others etc.)
- The reason for the referral (e.g. the key issues requiring support, what actions have been taken so far, your child's view).
- Safeguarding information;
- Special educational needs (including the needs, ranking and relevant plans e.g. IEP, EHCP);
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements);
- Attendance (such as current attendance levels);
- Assessment and attainment (including levels and current staffing/support levels and interventions);
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Any previous referrals.
- Details of support provided by the Edison Centre, (including start and end dates, notes, completion information and outcomes).

PROCESSING PERSONAL INFORMATION

The Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) ensure that we comply with a series of data protection principles when processing personal data. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner;
- Collect personal information for a specified, explicit and legitimate purpose;
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected;
- Ensure the personal information is accurate and up to date;

- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected;
- Keep your personal information securely using appropriate technical or organisational measures;

WHY WE COLLECT AND USE PERSONAL INFORMATION

The personal data we collect is essential for the Edison Centres to fulfil our official functions, to keep accurate and timely records in accordance with GDPR, to ensure the Safeguarding of children and to monitor the delivery of the service. The Centre's responsibility is to keep the data that we hold on children and their families up to date, appropriate and accurate.

GDPR also requires that we have a lawful basis to collect and use pupil information as shown below:

We collect and use pupil information to:	Our lawful basis for processing the information is:
<ul style="list-style-type: none"> • Provide an alternative education placement for children from Foundation Stage to Year 6, with intensive provision towards specific targets to enable them to succeed in mainstream education. • To facilitate the safety of children on site, e.g. parents/emergency contact information, allergies, medication/medical conditions. 	Public Task

Where special category information is collected, GDPR also requires that we have a condition for processing in addition to the lawful basis. The Health data collected for the purposes of the referral is classed as special category data. Our condition for processing this information is 'Statutory etc. and government purposes'.

HOW WE PROCESS THE INFORMATION

To ensure that we deliver the best outcomes for your child, the Edison Centres use an online platform called Outcomes Star to support and measure change. Your child's information will be added to the system by a member of staff.

We may also share information with external agents who are currently involved with the provisions for your child. If we feel a referral to a new agent would be beneficial we will seek your consent for the referral to take place; such a referral will require the sharing of personal information. We will also provide your child's school or setting with information about your child's time at the provision, including the outcomes, so that they can continue to support your child on their return to their main place of education.

Anonymised data may be shared with the Local Authority in order to rate the effectiveness of the provision over a longer period of time.

We only ever process the minimum amount of information required for the purpose and we will only ever share the information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

Any information provided to the Edison Centres will be held securely at all times. Access to personal and sensitive information is always restricted to those that need this for their role.

If we take a referral and there is not space or a place does not seem appropriate we will keep the referral for a year in case a place does become available/appropriate.

INFORMATION SHARING

The joint sharing of information is vital for safeguarding and to ensure that the centre provides an efficient and effective service.

We will usually seek your or your child's consent prior to sharing personal information. If you or they object you must inform the centre, however, if there is a legal reason, as outlined under the Data Protection Act, we may not require consent, for example:

- To protect a child, a vulnerable adult, or member of the public
- Where the disclosure is necessary for the purposes of the prevention and/or detection of crime.
- Tax or duty assessment
- Required by court or law

RETENTION PERIODS

- We will not keep data for longer than we need it. Data will be retained:
 - Referrals where placement is not offered: **1 year**
 - Records relating to children who attend the Edison Centre: **Once the child finishes their placement and closing documents have been sent.**
 - Records held on Outcomes Star: **anonymised on entry**
 - Questionnaire results used for evaluation purposes: **Once the child finishes their placement and closing documents have been sent.**
- Personal Data will be safely destroyed, deleted or permanently anonymised when it is no longer needed.

INDIVIDUAL RIGHTS REGARDING PERSONAL DATA

Under data protection legislation, parents and pupils have rights in relation to information about them that we hold.

You have the right:

- To be informed via Privacy Notices such as this;
- To ask us for access to information about you that we hold;
- To have your personal data rectified, if it is inaccurate or incomplete;
- To request the deletion or removal of personal data to prevent processing unless we have a legal obligation to process your personal information;
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- To data portability. We need to be able to provide you with your personal data in a structured, commonly used, machine readable form when asked;
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

To make a request under any of your rights please refer to Discovery Multi Academy Trust's 'Subject Rights Request Form' which can be found [HERE](#), or contact the Data Protection Officer.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

LAST UPDATED

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated July 2021.

DATA CONTROLLER

Discovery Academy Trust is registered as a data controller with the Information Commissioner's Office (registration number: ZA240694).

CONTACT

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer, Liz Easterbrook in writing at Finance, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, by telephone on 01752 398380 or by email at dataprotectionofficer@plymouth.gov.uk