

Student Privacy Statement

The Evolution and Henslow Schools are part of New Reflexions and we will need to hold personal information about you as it is a requirement by Law. We have a responsibility to;

- Explain to you what information we hold, why we keep it, how we store it and what we use this for
- Keep your information safe
- Make sure our records are accurate
- Keep them for no longer than is necessary

What information do we have?

Information is provided to us by a number of different people which depends on your circumstances. This could include your social worker, other professionals and/or previous placements. This will include your name, date of birth, health details, care planning information, previous convictions, previous reports. We keep records throughout your placement with us which show what care and support you have received.

The categories of personal information that we process include:

- personal information (such as your name, date of birth and address)
- characteristics information (such as your gender, ethnicity and disability)
- information relating to if you are a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- information relating to if you are looked after (such as chronologies, information)
- information relating to adoptions (such as dates of key court orders and decisions)
- information about where care leavers are (such as your post 16 placement)

Why do we keep it?

We have a legal requirement to hold certain reports which are provided to us. The information is used to make sure that you are getting the correct service and that we understand your needs. We may also have to share health information in relation to health. The information is used to record your progress and achievements and to highlight any further support that you may need, your views are important and they are also reflected in the records that we hold.

We use this personal data to:

- a) support you and monitor your progress
- b) provide you with pastoral care
- c) assess the quality of our services
- d) evaluate and improve our policies

Collecting this information

We collect personal information through a variety of sources. Educational information is via a CTR (Common Transfer File), other information may be collated through a PEP (Personal Education Plan), or Social Care files. Whilst the majority of personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How do we store it?

Your records are kept in the office within your care home (if you live with us) or school, most records are kept on the computer, a few records may be kept on paper. All information is kept securely, the

office is locked and computers are protected. Information which is shared with other people outside of New Reflexions is password protected or sent through secure email systems.

Who do we share it with?

We are routinely required to share this information with the Department for Education (DfE) The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We share children in need and children looked after data with the Department for Education (DfE) on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

Your confidentiality is important to us and you may discuss things with us that you don't want other people to know but we need to share with you that if you give us information about hurting yourself, others, or if what you are telling us is concerning and of a safeguarding nature we will always share this information with those who need to know. This could include; social worker, safeguarding officers and the police. It is important to understand that we do this to protect you and we will never share information about you and your past to other young people in the company or people outside of the company who do not need to know. We will share your information and the reports that we produce with you wherever possible, this gives you the chance to add your views and check if the information is accurate.

We complete daily reports describing how your day has been and any difficulties you may have experienced will be shared with your care manager, care team and or parent/guardian.

If you access alternative provision such as Outdoor Education, we will share information to help them support you effectively. We will check that they are keeping your information securely.

How long do we keep the records?

After you have left school your records need to be archived and we will do this safely and securely. We are asked to keep records of looked after children until your 75th Birthday. We will keep your education records until you reach the age of twenty-five. After these times your records are securely destroyed.

Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact The Headteacher, Jacqui Brooks

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting The Headteacher, Jacqui Brooks

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 on **16/11/2022**