Student Privacy Statement

Longridge School is 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.

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. 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.

How do we store it?

Your records are kept in the office within your care home (if you live with us) or school. There will be a mixture of paper forms and records which we keep on the computer. All information is kept securely, the office is locked and computers are password 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?

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. If you live with us your school performance, how your day has been and any difficulties you may have experienced will be shared with your manager and care team. We complete daily reports which are also an excellent way of sharing your achievements. 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 your records for different amounts of time; for students who live with us there are records which we need to keep until your 75th Birthday and we have laws and Regulations which tell us what records we need to keep for you. If you are attending school with us as a day pupil, the timescales are different for certain pieces of information, we will keep your education records until you reach the age of twenty-five. After these times your records are securely destroyed.