

# Leamington Vineyard Learning Centre

## Privacy Notice for Students and Parents

LVLC is the Data Controller for the purposes of the General Data Protection Regulations. We collect information from students and may collect and receive information about students from their parents/carers, previous schools, referring agencies and/or other education professionals. LVLC is also a Data Processor for the purposes listed below.

### **What is "personal information"?**

Personal information is information that LVLC holds about you and which identifies you.

The categories of information that we collect, hold and share include:

- personal information (eg. name, unique pupil number and address);
- care and family information (relevant background information about students' families such as parental care and support, child in need status);
- characteristics (eg. ethnicity, nationality and free school meal eligibility);
- attendance information (eg. sessions attended, absences and reasons for absence);
- assessment and learning information (eg. progress, performance and qualifications);
- Special Needs information (eg. details of students' current needs and support);
- exclusions/behavioural information (this may include details of students previous exclusions and behaviour as well as those at LVLC);
- relevant medical information.

### **Why do we collect and use this information?**

We use data:

- to support students' learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

### **The lawful basis on which we use this information**

We collect and use student information in order to perform a task in the public interest (GDPR, Article 6, e).

### **Collecting Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### **Storing Data**

We hold data for at least as long as the student attends LVLC. We retain some data after students have left to ensure that we have records of the students' attendance, progress and any safeguarding concerns made when they were with us.

### **Why do we share students' information?**

We do not share information about our students and their families with anyone without consent unless the law and our policies allow us to do so.

## **Who do we share student information with?**

We routinely share information about our students and their families with:

- the school where the student is on roll;
- settings that the students' attend after leaving us (eg. schools, colleges, alternative providers);
- youth support services;
- our local authority (Warwickshire) and its departments;
- other professionals supporting students education and wellbeing (eg. educational Psychologists);
- the Department for Education (DfE).

## **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Hannah Jacobs (details below)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

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

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

LVLC  
Hannah Jacobs - Business Manager  
t - 07340820763  
e - hannah.jacobs@lvlc.org.uk