



MacIntyre
Providing support...your way

Privacy Notice for Parents and Carers

Under data protection law, individuals have a right to be informed about how No Limits, MacIntyre uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **learners**.

Looking after personal information and keeping it private is called 'data protection'. The person in charge of data protection in MacIntyre is the Finance Director, Claire Toombs. You can contact her at Central Admin (602 South Seventh Street, Milton Keynes MK9 2JA) or by emailing her at data.protection@macintyrecharity.org.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about learners includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests (qualifications)
- Characteristics, such as special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

We may also hold data about learners that we have received from other organisations, including other Schools, Local Authorities, Colleges and the government (Department for Education).

We share this information with the No Limits educational support team so that they can best support the young person. We may also share it with:

- The people in No Limits who manage the educational support team
- The people in No Limits who check that the educational support is correct and that it meets the individual needs and the government's standards.

We are also required by the local authority or health authority that pays for the learners' education support (by sub-contract) to keep all this information and to make it available to them. This is because No Limits is delivering what under data protection law is called a 'public task' on behalf of the authority or service. They may in turn share this information with other public bodies where there is a lawful and legitimate reason to do so; to find out more, ask to see a copy of their own 'privacy notices'.

Why we use this data

We use this data to:

- Support, monitor and report on learners learning and progress
- Provide appropriate pastoral care and protect learners welfare
- Assess the quality of our services and provision
- Comply with the law regarding data sharing

Our lawful basis for using this data

We only collect and use learners' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Some of the reasons listed above for collecting and using learners' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about learners is mandatory because it is required in order for us to comply with the law or discharge our public task, there is some information that can be provided on the basis of consent. We will make this clear when we ask for consent, and explain how consent can be withdrawn at any time.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about learners' whilst they are attending our No Limits provisions. We may also keep it beyond their attendance at our provisions if this is necessary in order to comply with our legal obligations. Our *No Limits Retention Schedule* sets out how long we keep information about learners'. You can request a copy from the MacIntyre office.

Data Sharing

We do not share information about learners' with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about learners' with third parties including but not limited to the following:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Partner Schools, College, Local Authority and Ofsted - our regulators*
- *Police forces, courts, tribunals*

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that No Limits holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the provision holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection lead (see below).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection lead**:

Claire Toombs

MacIntyre, 602 South Seventh Street, Central Minton Keynes, MK9 2JA

data.protection@macintyrecharity.org

01908 230100