



MacIntyre  
Providing support...your way

## Privacy Notice for Learners

You have a legal right to be informed about how No Limits, MacIntyre uses any personal information (or 'data') that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

Looking after your 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](mailto:data.protection@macintyrecharity.org).

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at No Limits.

For the same reasons, we get information about you from some other places too – like other Schools, the Local Council or Authority, other Colleges and the government (Department for Education).

This information includes:

- Your contact details
- Your school test results (qualifications)
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs

### **Why we use this data**

We use this data to help run the different No Limits provisions, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in your studies and learning programmes, and work out whether you or your teachers need any extra help
- Track how well No Limits, as a whole, is performing
- Look after your wellbeing

We share this information with your No Limits education team so that they can best support you. If you don't want some information about you to be shared with everyone in your team, please talk to us about it. We also share it with:

- The people in No Limits who manage your team
- The people in No Limits who check that you are getting the right educational support that meets your needs and the government's standards.

We are also required by the Local Authority or partner School/College that pays for your additional education support (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 your 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'.

### **Our lawful basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents/ carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. Where you can choose whether or not to provide the data (called 'consent'), you or your parents/ carers may withdraw consent at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are a learner in No Limits. We may also keep it after you have left the provision, where we are required to by law or for other good reasons.

*No Limits Retention Schedule* sets out how long we must keep information about learners. You can request a copy from the MacIntyre central office.

### **Data Sharing**

We do not share personal information about you with anyone outside MacIntyre without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *Your family/carers and representatives*
- *Educators and examining bodies*
- *Partner Schools and Colleges and Ofsted – each of who are our regulator*
- *Police forces, courts, tribunals*

### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request' (see 'Contact us' below). If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection lead

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say, under certain circumstances, that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

### **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 officer.

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](mailto:data.protection@macintyrecharity.org)

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