

Red Balloon Educational Trust

Student Privacy Notice

Red Balloon Educational Trust is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you / your young person during their education, in accordance with Data Protection Legislation.

This notice applies to potential, future, current and former students attending any of our provisions.

The categories of student information that we process include:

- personal identifiers, contacts and characteristics (such as name, student number, contact details and address)
- safeguarding information (such as court orders and reports from professional involvement)
- special educational needs (including the needs, assessment reports, rankings and educational health and care plans)
- medical and administration (such as doctor's information, medical reports, any required medication)
- attendance information (such as sessions attended, number of absences, absence reasons)
- assessment and attainment (such as examination information and results, annual reviews and supporting evidence)
- behavioural information

- details of third parties who are involved in the support of our young people for example CAMHS, local authorities, mental health and wellbeing professionals
- therapeutic notes

Why we collect and use student information

The personal data collected is essential for the Centre to fulfil their official functions and meet legal requirements.

We collect and use student information, for the following purposes:

- a) to support student learning
- b) to monitor and report on student attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us

Under the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and the EU General Data Protection Regulation (EU GDPR), the lawful bases we rely on for processing student information are:

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that educational establishments are required to perform as part of their official function
- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (e.g. medical conditions)
- for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data shared with registered school for reporting purposes

In addition, concerning any special category data (personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or data concerning a natural person's sex life or sexual orientation):

- conditions a, b, c and d of [GDPR - Article 9](#)

Collecting student information

We obtain student information via registration forms completed through the application process, via our Management Information System during onboarding,

supplementary information you provide in order to support you/your young persons through their education, as well as information from other educational establishments and professional services who have worked or are working with you.

Student data is essential for our operational use. Whilst most of the student information you provide to us is mandatory, some of it is provided to us 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 student information to us or if you have a choice in this.

Storing student data

Student information is retained for the duration of your enrolment within the provision; upon leaving your information will be securely archived. This information will not be held for longer than we require this. At present, your student file is archived until you reach the age of 25, in order to comply with statutory requirements

We store and manage student data securely for the duration of time shown in our data retention schedule.

Who we share student information with

We routinely share student information with:

- the school where the student is registered
- the Local Authority where the student resides
- 3rd Party Safeguarding software (CPOMS)
- 3rd Party educational tool providers (GCSE Pod)
- Examination boards
- Our auditors
- Connected agencies working with you (eg. Local wellbeing services and external support provisions)

Requesting access to your personal data

Under UK GDPR, you have the right to request access to information about you / your young person that we hold. This is sometimes termed 'Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within one calendar month of receipt of your request.

We may need to ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal information.

To make a request for your personal information, please use the contact 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
- a right to seek redress, either through the ICO, or through the courts

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

Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact the Centre GDPR Lead or the Red Balloon Educational Trust Data Protection Officer by email via dpo@rbet.ac

For further information regarding submitting a Subject Access Request please refer to the RBET Data Subject Access Request Policy on [our website](#).