



Privacy Notice for Parents & Pupils

Under data protection law, individuals have a right to be informed about how Unlocking Potential 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 pupils. We, Unlocking Potential, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Tracy True (see 'Contact us' below).

THE PERSONAL DATA WE HOLD

If your child is attending **Therapy, 6xtalk time, Occupational Therapy (OT), or Speech and Language Therapy (SaLT)**, the personal data we collect, use, store and share is the following:

- Contact details, contact preferences, date of birth, identification documents
- Characteristics, such as ethnic background or special educational need
- 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

If your child is attending **Speak UP or clubs** the only personal data, we store is Safeguarding Information if it is necessary for the safety of your child

WHY WE USE THIS DATA

- Support children's wellbeing
- Monitor and report on children's progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

OUR LEGAL BASIS FOR PROCESSING DATA

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

- We are completing a public task
- Have a contractual obligation with you
- Where there is a legal obligation placed on us
- Where there is a substantial public interest
- It is in our legitimate interest
- We have obtained consent to use it in a certain way

Less commonly, we may also process pupils' personal data in situations where:

- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use childrens' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using childrens' personal data overlap, and there may be several grounds which justify our use of this data.



HOW WE STORE THIS DATA

We keep personal information about children who access our service. We may also keep it beyond their attendance at school if this is necessary in order to comply with our legal obligations. We may keep data for a minimum of 7 years after the child has left school or until they reach the age of 25 years, whichever is later.

DATA SHARING

We do not share information about children 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 children with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The child's family and representatives – to help the family support the welfare of their child
- Health and social welfare organisations
- Police forces, courts, tribunals

TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

PARENTS AND CHILDREN'S RIGHTS CONCERNING DATA

Individuals have a right to make a 'subject access request' – S.A.R to gain access to personal information that the charity 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 charity 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
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer:

Tracy True
Data Protection Officer
UP - Unlocking Potential
7-14 Great Dover Street
London
SE1 4YR
e-mail: DPO@up.org.uk

OTHER RIGHTS

www.up.org.uk

Working collaboratively with communities to enable children and young people with social, emotional, and mental health needs to unlock their full potential.

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e: info@up.org.uk
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London SE1 4YR
UPUnlocking

Registered in England & Wales Company No: 09750864
Registered Charity Number: 1163932
Registered Office: CAN Mezzanine, 7-14 Great Dover Street
London SE1 4YR





Unlocking Potential

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 to exercise any of these rights, please contact our data protection officer.

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 officer: Tracy True: dpo@up.org.uk