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What learner information we collect

The categories of learner information that we process include:

- personal identifiers and contacts (such as name, contact details, and address)
- photographic images (such as, a copy of an ID style photograph on our database to enable us to correctly identify learners)
- characteristics (such as ethnicity, and language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as allergies, medication and dietary)
- attendance (such as sessions attended, absences, and absence reasons)
- behavioural information (such as exclusions)

Why we collect and use learner information

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

- a) to support learning
- b) to monitor and report on learner 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 for DfE data collections

How we collect learner information

We collect learner information via registration forms at the start of placement, and through use of a GDPR compliant online club management organisation tool called Online Club Manager. This management organisation tool allows us to maintain the most up-to-date personal data details without the need for us to carry confidential information around in hard copy / paper format. For detail of the GDPR compliance of OCM, please see this webpage which outlines their operating procedures and security practices: <https://www.onlineclubmanager.com/security.html>. This registration process is required for all learners, even if they are on roll at another setting.

Learner data is essential for InclusEd's operational use. Whilst the majority of information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain learner information to us or if you have a choice in this.

Storing learner data

We hold learner data securely for one year after the last day of placement.

Sharing information

We routinely share learner information with:

- schools that the learners are currently on roll with
- schools that the learners attend after leaving us
- our local authority
- the Department for Education (DfE)



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

Requesting access to your personal data

Under data protection legislation, parents and learners 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 the Director, InclusEd

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>.