



## **RAW LEARNING PRIVACY NOTICE**

Raw Learning is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. Data Protection Law gives individuals the rights to understand how their data is used.

You are encouraged to read this Privacy Notice, alongside our Data Protection Policy, as they provide information about how Raw Learning will use, or "process" personal data about individuals including:

- Staff;
- Current, past and prospective pupils;
- Parents, carers or guardians (referred to in this Notice as "parents")

This Privacy Notice applies in addition to Raw Learning's other relevant terms and conditions and policies, including:

- any contract between Raw Learning and its staff or the parents of pupils;
- our policy on taking, storing and using images of children;
- retention of records;
- our Safeguarding Children and Health and Safety policies, including how concerns or incidents are recorded.

Raw Learning needs to process a wide range of personal data about individuals as part of its daily operation and in order to fulfil its legal rights, duties or obligations. The types of personal data processed by Raw Learning may include:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information;
- past, present and prospective pupils' academic, disciplinary, admissions and attendance records, including information about any special needs;
- personnel files, including in connection with employment or safeguarding;
- where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- relevant information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- correspondence with and concerning staff, pupils and parents, past and present.

Raw Learning usually collects personal data from the individual directly (including the parents of pupils who attend the provision) via a form or through the course of interaction or communication (e.g. email, written assessments). Personal data may also be supplied by third parties (e.g. another school, other professionals working with the individual) or from publicly available resources.

Personal data collected will remain within Raw Learning and will be processed by appropriate individuals on a 'need to know' basis. Strict rules of access apply to:

- medical records
- safeguarding files.

However, a certain amount of SEN information will need to be provided to staff in order to provide the necessary care and education that the pupil requires. Data may also need to be provided in order for Raw Learning to meet its safeguarding duties under statutory guidance and by law.

Data will only be retained by Raw Learning in line with legitimate and lawful reasons and for the required length of time. After this period, data will be securely destroyed using a cross-cutting shredder.