



**Privacy Notice:  
Students and Their Families**

**December 2023  
Review December 2025**

## **Privacy notice – how the school uses student information**

### **What categories of information are processed?**

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – Name, unique student number, contact details and address.
- **Characteristics** – Ethnicity and language.
- **Safeguarding information** – Court orders and professional involvement.
- **Special educational needs and disabilities (SEND) information** – Any additional needs.
- **Medical and administration** – Doctors' information, general health, dental health, allergies, medication and dietary requirements.
- **Attendance** – Sessions attended, number of absences, reasons for absences and any previous schools you have attended.
- **Assessment and attainment** – Any relevant test and exam results.
- **Behavioural information** – Exclusions and any relevant alternative provision put in place.

### **Why do we collect and use your information?**

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support student learning.
- To monitor and report on student attainment and progress.
- To provide appropriate pastoral care.
- To assess the quality of our services.
- To keep students safe.
- To meet legal duties placed on us by the government.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing student information are outlined in our GDPR policy.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Registration forms.
- Child protection plans.
- Signed Privacy Notice (annual).

## How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy.

For more information about how we keep your information safe, please see the school's Data and Cyber-security Breach Prevention and Management Plan, which can be found on the cloud.

## Who do we share your information with?

We routinely share your information with:

- The local authority (LA).
- The Department for Education (DfE).
- Schools that you go to after leaving us.
- Youth support services.

## Why do we share your information?

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

Sharing this information allows them to provide the following services:

- Youth support services.
- Careers advisers.
- Post-16 education and training providers.

The information we share is limited to the student's name, address and date of birth, however, where a parent or guardian has provided their consent, other relevant information will be shared. This right to consent is transferred to students once they reach 16 years of age.

We securely transfer information to the youth support services as detailed in our safeguarding policy.

The youth support services store and retain this information in line with their policies:

If you want to request access to the personal information that we hold about you, please contact Brett Runchman on [Brett@exceptional-ideas.co.uk](mailto:Brett@exceptional-ideas.co.uk).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance.

You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

## **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Brett Runchman on [Brett@exceptional-ideas.co.uk](mailto:Brett@exceptional-ideas.co.uk).

**Declaration**

I, ..... student or parent, declare that I understand:

- The categories of my personal information Exceptional Ideas Ltd collects and uses.
- Exceptional Ideas Ltd has a lawful basis for collecting and using my personal information.
- Exceptional Ideas Ltd may share my information with the DfE, LA and other stated organisations.
- Exceptional Ideas Ltd does not share information about me with anyone without my consent unless the law and our policies allow them to do so.
- My information is retained in line with Exceptional Ideas Ltd.'s Records Management Policy.
- My rights to the processing of my personal information.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For school use only**

Date privacy notice last updated: \_\_\_\_\_