

Aureus School Buildings
Candytuft Way
Harwell
Didcot
Oxon, OX11 6FF

Tel: 01235 313713

Email: info@questforlearning.org.uk

Website: www.questforlearning.org.uk



QfL - Privacy Notice: Pupils, Parents and Carers

Under data protection law, individuals have a right to be informed about how Quest for Learning 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 outlines how Quest for Learning collect, use and store data collected about pupils and parents.

The personal data we hold

Personal data we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information (such as, name, date of birth, gender and parental contact details)
- Characteristics (such as, ethnicity, language, nationality, country of birth, special educational needs information and free school meal eligibility)
- Assessment information (such as, reading age, spelling score, maths levels from school records)
- Attendance information (such as, sessions attended, number of absences and absence reasons)
- Photographs

Why we use this data

We use this to:

- Support pupil learning
- Monitor and report on pupil progress
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

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

- We need it for legitimate interests
- We need it to fulfil a contract

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

- We have obtained consent to use it in a certain way

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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

Storing pupil data

We keep personal data about pupils while they are participating in our programmes. We may also keep it beyond this if it is necessary in order to comply with our legal obligations. Guidance recommends data relating to pupils be kept until they reach the age of 25.

Data sharing

We do not share information about pupils 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 pupils with:

- The pupil's family and representatives - to communicate progress
- The school the pupil is attending while participating in a Quest for Learning programme – to communicate progress

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 pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that Quest for Learning 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 Quest for Learning 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
- explain where we got it from, if not from you or your child
- 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

If you would like to make a request, please contact:

The Administrator, Quest for Learning, Aureus School Building, Candytuft Way, Harwell, Didcot, Oxfordshire, OX11 6FF.

01235 313713

info@questforlearning.org.uk

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including 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 corrected, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Administrator, Quest for Learning, Aureus School Building, Candytuft Way, Harwell, Didcot, Oxfordshire, OX11 6FF.

01235 313713

info@questforlearning.org.uk

This privacy notice was last updated on 9 September 2020