



ReConnect Privacy Notice

Privacy Notice for Data Protection Procedures

Alternative Provision Name: ReConnect 1-1 Programme

At ReConnect 1-1 Programme, we are committed to protecting the privacy and security of your personal information. This privacy notice outlines how we collect, use, and protect personal data in compliance with the UK General Data Protection Regulation (GDPR) and other relevant data protection laws.

1. What Information We Collect

We may collect and process the following types of personal data:

- **Student Data:** Full name, date of birth, address, emergency contact details, medical information, educational history, learning plans, outcomes, and Education, Health and Care Plans (EHCPs) where applicable.
- **Parent/Guardian Data:** Name, contact information, address, and relationship to the student.
- **Staff and Contractor Data:** Full name, contact details, qualifications, Disclosure and Barring Service (DBS) checks, and employment/contract details.
- **Visitor Data:** Name and contact details for safeguarding and security purposes.

2. How We Use Your Information

We use personal data for the following purposes:

- To plan and deliver personalised education and support services to students.
- To comply with legal and regulatory obligations, including safeguarding and health and safety requirements.
- To communicate with parents, guardians, and external professionals about a student's progress and needs.
- To manage staff and contractors, including qualifications and background checks.
- For administration, record-keeping, and quality assurance purposes.

3. Lawful Basis for Processing Data

We process personal data on the following legal bases:

- **Performance of a Contract:** Processing necessary to fulfil our obligations to provide education and support services.
- **Legal Obligation:** To comply with statutory requirements, including safeguarding and health and safety.
- **Legitimate Interest:** For general administration, record-keeping, and service improvement purposes.
- **Consent:** For specific purposes, such as sharing data with third parties (e.g., external specialists) where explicit consent has been provided.

4. How We Protect Your Data

We take the security of your personal data seriously and have implemented the following measures to protect it:

- Data is stored securely on encrypted systems with access restricted to authorised personnel.
- Paper records are securely stored and accessed only by those who need to know.
- Regular audits and checks are conducted to ensure compliance with data protection policies.
- We require all staff, contractors, and external specialists to comply with our data protection policies and procedures.

5. Sharing Your Information

We may share personal data with the following:

- Local authorities and regulatory bodies for compliance and safeguarding purposes.
- External specialists (e.g., therapists, tutors, or educational coaches) who provide services as part of the student's educational plan.
- Emergency services or medical professionals in case of a medical or safeguarding emergency.

We do not share personal data with third parties for marketing purposes.

6. Data Retention

We retain personal data for as long as necessary to fulfil the purposes for which it was collected, including legal and regulatory requirements. Once personal data is no longer needed, it will be securely destroyed.

7. Your Rights

Under data protection law, you have the following rights regarding your personal data:

- The right to access your personal data and request a copy.
- The right to correct inaccurate or incomplete data.
- The right to request the erasure of your data where applicable.
- The right to restrict or object to the processing of your data in certain circumstances.
- The right to data portability, allowing you to obtain and reuse your data for your own purposes.

If you would like to exercise any of these rights, please contact us using the details provided below.

8. Contact Us

For any questions or concerns regarding your personal data, or to exercise your rights, please contact:

Email: admin@ReConnect 1-1 Programme
 FAO: **Data Protection Officer**

9. Complaints

If you believe that we have not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

10. Updates to This Privacy Notice

We may update this privacy notice from time to time to reflect changes in our services or legal obligations. Any updates will be posted on our website, and we encourage you to review this notice periodically.