Luccombe Hub This document forms part of the policy handbook and is intended for use at Luccombe Hub	
Title:	Privacy Notice for The Luccombe Hub Centre
Subject Area:	
Applies:	Immediately
Issued:	20 January 2024
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Next Review Date:	NLT 29 Apr 2026
Sponsor:	Principal
Contact:	Marcus Monier-Williams
Email:	office@luccombehub.com

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

The Luccombe Hub collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Henri Monier-Williams

The personal information we collect and use

- In the course of providing education and/or therapeutic interventions we collect the following personal information when you provide it to us:

- Personal information (such as name, contact details, language, nationality and country of birth)
- Special category characteristics
    - Ethnicity
    - Special educational needs (SEN) information
    - Relevant medical information
    - Social Services Reports
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results if applicable
- Personalised Curriculum results.

We also obtain personal information from other sources as follows:

- Personal information, special category information, assessment results and SEN information from schools that the Child/Young Person previously attended
- Service support and involvement information from Local Authority teams working to improve outcomes for children and young people (such as SEND, Early Help, Alternative Provision Frameworks, Admissions)

How we use your personal information

We use your personal information to:

- Support learning and therapies
- Monitor and report on learners progress
- Moderate assessment judgements
- Provide appropriate pastoral care and support services
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support to decide what to do after you leave full time education.
- Support or improve educational provision
- Ensure no children are missing education
- Support the admissions process
- Safeguard children and young people
- Improve the education and services we provide

- ## How long your personal data will be kept

  We will hold your personal information securely and retain it from child/young persons date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

  ## Reasons we can collect and use your personal information

  We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

Who we share your personal information with

- Department for Education (DfE) if applicable and other government agencies and local authorities as required.
- Local Authority teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Schools or colleges that learners may attend after leaving us
- Local multi-agency forums which provide SEND advice, support and guidance.
- Partner organisations where necessary, which may include Police, school nurses, doctors and mental health workers and NHS Foundation Trust
- Contracted providers of services (such as school photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

Your Rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Henri Monier-Williams (DPO) henri@luccombehub.com

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact the Centre's Data Protection Officer, Henri Monier Williams - henri@luccombehub.com to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at https://ico.org.uk/concerns or telephone 03031 231113.