Privacy notice for Students

Our Ethos:

'Everyone at Reach has a right to learn and grow, be treated with respect and feel safe. Each has a responsibility too to conduct themselves in a way that helps promote these rights helping us to ensure that we continue to develop a culture and ethos in which every person feels valued and knows how to value the contribution of others.'

Privacy Notice (How we use student information)

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.

The categories of student information that we process include:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive. To access the current list of categories of information we process please contact the Director.

Why we collect and use student information

We collect and use student information, for the following purposes:

- support student learning
- provide appropriate pastoral care and support services
- assess the quality of our services
- comply with the law regarding data sharing
- support you to decide what to do after you leave school
- support or improve educational provision
- ensure no children are missing education
- support children at risk of permanent exclusion
- support the primary, secondary and in-year admissions process
- safeguard children and young people
- improve the education and services we provide

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

- **Article 6 (c) Legal obligation**: the processing is necessary for us to comply with the law. We collect and use student information under section 537A of the Education Act 1996, section 83 of the Children Act 1989.
- **Article 6 (f) Legitimate interests**: the processing is necessary for our legitimate interests or the legitimate interests of a third party.
- For some data processing where there is no legal obligation or legitimate interest for the school to collect and use the data, we will ask for parental consent under
- **Article 6 (a) Consent**: the individual has given clear consent for us to process their personal data for a specific purpose
- Some information we process will be Special Category data under Article 9 of GDPR. We will rely on the legal basis of **Article 9 (g)** processing is necessary for reasons of substantial public interest.

Collecting student information

We collect student information through referral and consent forms at the start of the Reach placement.

Student data is essential for the services' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data securely for the set amount of time of 6 years retention schedule. 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 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 the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Who we share student information with

We routinely share student information with:

- Schools that the students attend after leaving us
- Local Authority
- Commissioned providers of Local Authority services (such as agencies supporting Looked After Children)
- Partner organisations signed up to the Local Authority Data Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and the NHS

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

Why we regularly share student information

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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via Local Authority for the purpose of those data collections.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Reach. We will provide your child's information we hold within 30 days.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Dan Palmer – dan.palmer@reachyouth.co.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 03/08/2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Dan Palmer - Data Protection Lead Reach.