



CHILD FRIENDLY PRIVACY NOTICE FOR LEARNERS

1. What's this about?

A new law has been made to help ensure that your information is kept safe – things like your address, and date of birth.

Preston Vocational Centre (PVC) and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with your information.

We collect some information about our learners, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it. In this notice, you will see different names or terms used that you may not be familiar with, such as:

Data controller: The organisation (like PVC) that is in charge of the information collected about you.

Data processor: This organisation or person processes information for the data controller.

Data protection officer (DPO): This person makes sure we do everything the law says. The DPO for PVC is Stephen Pickup.

Personal data: This means any information that can be used to identify you, such as your address and date of birth.

2. Who looks after your information?

PVC is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes PVC has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that we have to. When your information is given to someone else, they must look after it and keep it safe.

3. **Why do we collect and use your information?**

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To get in touch with you and your parents/guardians when we need to
- To support your learning
- To monitor and report on your progress
- To provide appropriate care and support
- To protect your welfare and follow safeguarding procedures
- To assess the quality of our service
- To comply with the law regarding data sharing

4. **What information do we collect?**

The categories of information that PVC collects, holds and shares include the following:

Your personal information - This is things like your name and address.

Your characteristics - This means information about you, like where you're from, what language you speak and things like that.

Your attendance information - We will also record how many times you missed school and why you couldn't come to school.

Your assessment information - We collect your results when you sit a test or gain a qualification.

Some of your medical information - We keep information about any times you've been ill and any special medical conditions you have that we need to know about to keep you safe.

Special educational needs - We collect information that helps us teach you better, such as any special educational needs you may have.

Behavioural and health and safety information - We record any incidents that have happened when you attend PVC as a learner and any accidents that take place at PVC.

Photography - Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you.

We might use your pictures on display boards or on the PVC website, for example.

5. Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not. When we ask for your information we will let you know why we want it and what we will do with it.

When we ask you for information that you don't have to give us, we will also ask for your permission to use it. If you don't want us to have the information, that's your choice.

6. How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we need it for. We have a policy that tells us when to keep it and when to bin it.

7. Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

- Your school or Pupil Referral Unit
- Your parents or guardians
- The Local Authority (Lancashire County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Regulators (e.g. Ofsted who may visit PVC as part of an inspection of your School)
- Our auditors
- Health authorities, e.g. safeguarding concerns
- Health and social welfare organisations, e.g. safeguarding concerns
- Professional advisers and consultants, e.g. safeguarding concerns
- Police forces, courts, tribunals, e.g. a legal requirement

8. What are your rights?

You have the right to:

- Be told how we use your information.
- Ask to see the information we hold about you.

- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time. If you're worried about how we get and use your information, you can speak to Martin Grayston at PVC, who will be able to help you and answer any questions that you have. Or you can ring PVC Data Protection Officer, Stephen Pickup, on 01772 268017. If you want to speak to somebody not at PVC, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or use their live chat.

9. Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to obtain and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to use and share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, Martin Grayston will be happy to help you.