

HeadStart Kent Privacy Notice for

The Churchill School

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

Who are we?

The Churchill School collects, uses and is responsible for certain personal information about your child. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is **Rob Neil, Accordio Ltd.**

HeadStart Kent is a preventative programme for 10 to 16 year olds to help improve emotional resilience. This will help young people to deal better with challenges in their lives. HeadStart Kent is funded by the National Lottery through the Big Lottery Fund and managed within Kent County Council.

The personal information we collect and used for HeadStart

Information collected by us

In the course of taking part in the HeadStart programme we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth and unique pupil number)
- Result of conversations with your child about resilience
- The results of child-reported surveys which seek to understand how children and young people feel about their school, friends, and themselves
- Information about additional HeadStart services that you may wish to access or be referred to, and how you would like them to support your child
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- Personal information contact details language, nationality, country of birth, and free school meal eligibility)
- Special category characteristics
 - Ethnicity
 - Special educational needs (SEN) information
 - Relevant medical information
- Attendance information (such as sessions attended, number of absences and absence reasons)

- National curriculum assessment results

HeadStart will obtain personal information from other sources as follows:

- Personal information: contact details, language, nationality and free school meal eligibility)
- Special category characteristics
 - Ethnicity
 - Special educational needs (SEN) information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Service support and involvement information from KCC teams working to improve outcomes for children and young people (such as Early Help, including KCC-provided HeadStart services)

How we use your child's personal information

We use personal information to:

- Provide appropriate pastoral care and support services
- Support pupil learning
- Plan and provide the most appropriate level of support to you
- Support you to access relevant additional services and groups
- Improve the emotional wellbeing services we provide

How long your personal data will be kept in relation to HeadStart

HeadStart will hold your personal information for a 7-year period while the research project is taking place. After this time we will anonymise our data and it may then be used for related research for another 20 years, after which it will be securely destroyed.

Reasons we can collect and use your personal information

We collect this information to carry out a research study and support programme in the public interest. There is a public interest and value in learning more about how best to support young people's mental health. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with

- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services, emotional wellbeing services)
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers
- The Big Lottery Fund
- The Anna Freud Centre
- Manchester University

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

Your Rights

Under the 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 **Rob Neil via School Office 01303 893892, Data Protection Officer**

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 **Rob Neil via School Office/Data Protection Officer** 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.

If you would like more information about HeadStart Kent, please contact the HeadStart team at KCC at HeadStart@kent.gov.uk

For more information about services for children and young people, please go to: <http://www.kent.gov.uk/education-and-children> or the KCC website at www.kent.gov.uk

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.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>