Privacy Notice for Children, *Parents and **Schools

Children and parents have a legal right to be informed about how **Anchor & Bounce Wellbeing and Education uses any personal information that we hold about them. To comply with this, we provide a 'privacy notice' to share where we are processing personal data.

This privacy notice explains how we collect, store and use personal data about children and their parents.

Anchor & Bounce Wellbeing and Education is the 'data controller' for the purposes of data protection law.

The personal data we hold

We hold some personal information about children and parents to make sure we can help the child/ren learn and ensure they are safe when working with them. Parents share necessary information with us. Some of this is considered 'special category' data. This information includes:

• Personal information of the child and parents (such as name and address, contact details email address, social media names, phone number)

• Any medical conditions the child may have

• Details of behavioural information about the child

• Mental health and emotional needs of the child

• Special educational needs or disabilities of the child

• Reports from the child's school about the child

• Any further information parents decide to share - First language of the child, Free School meal eligibility

• Records of a child's progress and next steps during the sessions

• Attendance information of the child (such as sessions attended, number of absences)

• Written/verbal correspondence (electronic and written)

• Bank details (if using bank transfers or cheques for payment)

• Photographs of the child/parents (if agreed, to be used for advertising)

Why we collect and use this information

We use this data to:

• communicate to arrange and deliver sessions

• support teaching and learning

• monitor and report on progress

• look after the welfare of a child

• assess how well the tutor is doing.

• advertise the services offered by Anchor & Bounce Wellbeing and Education

• receive payment of the sessions

Platforms we use:

17 Hats: Use of 17 hats

We at times use '17 Hats' as a platform to organise work. Please also refer to 17 hats Privacy Policy. This can be found at https://www.17hats.com/privacy-policy.

There is further information how this platform uses data here: https://assets.website-files.com/5fb453e0437ba3e5108c7389/603eefab6f2930c7a57ecdee_17hats_data_protection_addendum.pdf

Zoom: refer to the Virtual Data Protection document

The lawful basis on which we use this information

We will only collect and use the personal information when the law allows us to.

Most often, we will use your information where:

Consent: the parent or child has given clear consent for Anchor & Bounce Wellbeing and Education to process their personal data for a specific purpose.

Contract: processing is necessary due to the fulfilment of a contract. (The Terms and Conditions agreed to)

Sometimes, we may also use the personal information where:

• The child and parents have given us permission to use it in a certain way

• We need to protect the child's and parents' interests (or someone else's interest) including safeguarding

Where we have permission/consent to use the data, the child or their parents' may withdraw this at any time. We will make this clear when we ask for permission. How to go about withdrawing consent is explained at the end of this document.

Collecting information:

The information shared with Anchor & Bounce Wellbeing and Education is provided by the parent. It is collected electronically through correspondence (via website, Facebook, text message or email) or in completion of the enrolment form. In order to comply with the General Data Protection Regulations, we will let the child/parent know whether they are required to provide certain pupil information to us or if they have a choice in this.

Storing data:

We hold information about the child and parent while the child is being taught by our tutors. This information is kept electronically on a laptop which is password protected. All paper work is stored securely in a lockable file.

When the child is no longer having sessions with a tutor from Anchor & Bounce Wellbeing and Education, records may be retained about a child's progress during the sessions for evidence of the impact of the sessions. These records will be unidentifiable to the parent and child. Eg: changing the child/parent's name to Child 'X' Parent 'X'. With permission, we will keep records of contact details for future correspondence. With permission, we will continue to use photographs for advertising purposes. All other data collected will be deleted/destroyed within 6 months of the sessions ending.

Parents and children have the right to request Anchor & Bounce Wellbeing and Education delete their contact details and photographs even if they have given permission previously.

Who we share pupil information with and why

We do not share information about children or parent with anyone without consent, unless sharing with appropriate organisations for safeguarding concerns.

Requesting access to your personal data

Under data protection legislation, children and parents can find out about the personal information we hold and how we use it, by making a 'subject access request' (SAR).

If we do hold information about children and parents we will:

• Give them a description of it

• Tell them why we are holding it, and how long we will keep it for

• Explain where we got it from

• Tell them who it has been, or will be shared with

• Give them a copy of the information

If children or parents would like to make a request, they are to contact Katie Purdy.

Children and parents also have other rights over how personal data is used and kept safe including the right to:

• say that processing personal data that is likely to cause, or is causing, damage or distress • stop it being used to send marketing materials

• say that they don't want it to make automated decisions (decisions made by a computer rather than a person) (We currently do not use automated decisions)

• in certain circumstances, have inaccurate personal data corrected, deleted or destroyed if it is wrong and

• claim compensation for damages if the Data Protection regulations are broken and this harms you in some way If children or parents have a concern about the way we are collecting or using personal data, we request that the concern is raised with us in the first instance. Alternatively, the Information Commissioner's Office can be contacted at https://ico.org.uk/concerns/

Contact

The person responsible for data protection is Katie Purdy. If children or parents would like to discuss anything regarding data protection, have access to or correction or deletion of their data they are to contact Katie Purdy at hello@anchorandbounce.com

These requested can be made in writing or verbally, in person or on the phone. Requests will be completed with within one month of the request being received.

*parent/s – the reference to parents includes guardians/carers.

**Anchor & Bounce Wellbeing and Education is the name in which Katie Purdy operates under.