



Privacy notice for Parents/Carers

Data protection and Information about clients using Futures Farm

Under data protection law, individuals have a right to be informed about how Futures Farm uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **the young people and adults we work with**.

We, Futures Farm, are the 'data controller' for the purposes of data protection law.

Our data protection officer is provided by Corrina Corry (admin@futuresfarm.co.uk)

The personal data we hold

The personal data that we collect, use, store and share (when appropriate) about those that attend Futures Farm is as follows:

- Contact details, contact preferences, date of birth, identification documents
- Curricular records
- Characteristics, such as ethnic background or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Pupil Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

Why we use this data

We use this data to:

- Support learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Protect everyone's welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about referrals to Futures Farm is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, relative, client we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about those referred to Futures Farm while they are attending. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. Futures Farm follows the guidelines set out by the ICO (Information Commissioner's Office).

Data sharing

We do not share information about those referred to us with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about our clients with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The clients family and representatives
- Educators and examining bodies
- Ofsted
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Police forces, courts, tribunals
- Professional bodies
- Professional advisers and consultants

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that Futures Farm holds about them.

Parents/carers can make a request with respect to their child, client, or relative's data where the client is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents/carers also have the right to make a subject access request with respect to any personal data Futures Farm holds about them.

If you make a subject access request, and if we do hold information about you or your child or relative we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child, family member
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form
- Process it within 1 month, or 2 months if it is complex in its nature (we will inform you if it is a 2 month response timeframe)

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the Futures Farm office on 07971919554 or E-mail admin@futuresfarm.co.uk

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer:

admin@futuresfarm.co.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting Futures Farm office on 07971919554 or E-mail admin@futuresfarm.co.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Futures Farm office on 07971919554 or E-mail admin@futuresfarm.co.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data at Futures Farm

Updated October 2019