



Arch B, The Link  
Bazalgette Way  
Thamesmead, London  
SE2 9BS  
Tel: 0208 310 1730  
Email: [info@archwayproject.org](mailto:info@archwayproject.org)

## GENERAL DATA PROTECTION REGULATION (GDPR)

The law on how Organisations collect and manage, as well as use Personal Data was changed on 25<sup>th</sup> May 2018, when the General Data Protection Regulation (GDPR) came into effect. As you are a Parent, Carer or Provider that uses our Provision/Services, The Archway Youth Project (AYP) is obliged to inform you about the way the Project uses your Personal Data and/or that of your Ward/Student.

Under the GDPR therefore, individuals have a right to be informed about how AYP uses any Personal Data that the Organisation holds about its end users. The Project complies with this regulation by providing 'Privacy Notices' (sometimes called 'Fair Processing Notices') to clients the uses and processing of their personal data.

In line with the GDPR, the **The Archway Youth Project, Arch B The Link, Belvedere Road, SE2 9BS**, represents the data controller for the purposes of this new data protection law. Our data protection officer is **Mrs Carole Payne** (see 'contact us' below).

### The Personal Data We Hold

The Personal Data, which we may collect, use, store and share (when appropriate) about our service users include (but is not restricted to):

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special education needs
- Exclusion information
- Details of medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured on site

The Project may also hold data about Learners, which have been received from other organisations, such as Schools, Local Authorities, Hospitals and GP Reports, the Department for Education, as well as any other report that has direct relevance to the holistic development of Students/Learners.

### Uses of Data Collected

The anticipated use of the data collected includes:

- Support learning
- Monitor and report progress and attainments
- Provide appropriate pastoral care
- Evaluate the quality service provided
- Safeguard and protect learners' welfare
- Administer placements/referrals/waiting lists
- Carry out research
- Comply with the law on data use, management and sharing



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### **Our Legal Basis For Using This Data**

AYP only collects the pupil's 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 pupils' 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 the learner's 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 learner's 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 learners is mandatory, there is some information that we can be provided voluntarily.

Whenever we seek to collect information from you or your child, 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 Data Collected is Stored**

We keep personal information about learners while they are attending our organisation. We may also keep it beyond their attendance at our organisation if this is necessary, in order to comply with our legal obligations.

### **Data Sharing**

We do not share information about learners 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 learners 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 pupil's family and representatives
- Educators and examining bodies
- Our regular IMI (Institute of Motor Industry)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations



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- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **Parents and Learners Rights Regarding Personal Data**

Individuals have a right to make a ‘**Subject Access Request**’ to gain personal information that the organisation holds about them.

Parents/carers can make a request with respect to their child’s data where the child 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.

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

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 our data protection officer.

### **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.

### **Complaints**

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

However, if you think that the Project’s collection or use of personal information is unfair, misleading or inappropriate, or you have any other concern about our data processing, please raise it, in the first instance, with us. To make a complaint, please contact our data protection officer using AYP’s contact details below.

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



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### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer:**

**Mrs Toni-Lee Ferguson**  
**The Archway Youth Project**  
**Arch B, The Link**  
**Abbeywood**  
**SE2 9BS**

### **Reference**

This notice is based on the [Department for Education's model privacy notice](#) for learners and amended for parents. It therefore reflects the way we use data in this organisation in its entirety.