**Privacy Notice (How we use data)**

This Privacy Notice is designed to explain to students, parents and schools/academies what data Urban Pursuit holds, how we use that data and who we share it with. This document is feely available by contacting Urban Pursuit on 0117 239 0932 or office@urbanpursuit.co.uk

**The information we store on students and their parents/carers is:**

- Personal Information
    - Full name, Date of Birth, Address, Gender & School attended.
- Parental/Carer Information
    - Telephone numbers, Email addresses, Addresses, Relationship to pupil
- Registration Information
    - Programme start date, Programme end date, Reason for ending the programme
- Characteristics
    - Ethnicity (if given), Fee school meal eligibility
- Medical Information
    - Medical conditions, Dietary requirements
- Special Educational Needs (SEN) and Disability information
    - SEN status, Educational Health Care Plans (EHCP), Learning Difficulties, Behavioural Needs, Cognition and learning difficulties, Communication and Interaction needs, Physical and sensory needs
- Attendance information
    - Percentage attendance to Urban Pursuit, Session attended, Number of absences, Absence reasons, In-school attendance, Fixed-term exclusions, Permanent exclusions

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- Careers Information
    - Education setting gone to on leaving Urban Pursuit

**Why we collect and use this data**

We us student data to:

- Ensure student safety
- Monitor and report on student progress and achievements
- To improve the service we provide
- To report to schools on the progress of their students
- To support student progress
- To comply with the law regarding data sharing

We collect and use student information under Article 6 of the General Data Protection Regulation (GDPR) because it is necessary for the performance of Urban Pursuit - it is in the public interest for Urban Pursuit to have all the information it needs to work with students effectively. Sometimes we collect and use extra student information and Urban Pursuit seeks the consent of the student/ student's parent in these instances. We also collect and use pupil information under Article 9 of the GDPR because it is in the public interest for us to do so.

**How long we store student data for**

We hold student information and data both electronically and on paper. 5 years after a student leaves our programme we will securely destroy paper copies of their data and anonymise all personal data. We will use the anonymised data for reporting and

progress monitoring. If a student wants us to securely delete any information, this can be done by contact us by phone or by email: 0117 239 0932 or office@urbanpursuit.co.uk

**The data we collect**

Most of the data we collect is mandatory, some is voluntary. Any voluntary data is clearly marked on the parental consent form as it is 'opt in' – ie, it does not have to be provided, but can be if the parent/carer decides to do so.

We also collect mandatory data directly from a student's school/academy. This data is specified in the above "**The information we store on students is**" section. If you wish to know what data a school has shared with us, please contact them directly, or contact us by phone or email.

**Who we share data with**

We share data with a student's school and we share anonymised data with Bristol City Council. There may be rare occasions when we share limited data with external activity providers, although this will be under their own privacy policies. If you wish to have a list of external providers we work with, please email us at: office@urbanpursuit.co.uk

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share data with Bristol City Council because it is mandatory to do so.

**Requesting access to your personal data**

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Under data protection legislation, parents and students have the right to request access to information about them that we hold, known as a Subject Access Request (SAR). To make a SAR, or be given access to an educational record, we ask you to contact us via email at office@urbanpursuit.co.uk. Please note that because most of the data we hold is shared with us directly from schools/academy, it may be that we advise that you contact them directly.

Parents and students also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ Contact If you would like to discuss anything in this privacy notice, please contact us at office@urbanpursuit.co.uk

**The information we store on schools is:**

We store certain data for members of staff at the schools we work at. We store:

- Names, Role, Email address, Phone numbers

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If a school would like to know further about the data we hold on them or their students, please contact us directly on 0117 239 0932, or by email at office@urbanpursuit.co.uk

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