



5.07 Privacy Notice – Adventurers & Family

The Adventure Service Ltd

Last Reviewed	7th May 2024
Reviewed By (Name)	Daniel Barrow
Job Role	Data Protection Officer
Next Review Date	May 2025
V1 May 2021	Formatting review.

This document will be reviewed annually and sooner when significant changes are made to the law

Privacy Notice (How we use Adventurers information) – For Adventurers and their families

2.1 What this Privacy Notice is for

The Adventure Service Ltd collects, holds, uses and shares information about our Adventurers and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means collecting, storing, using, sharing and disposing of it.

2.2 The types of information that we process

- personal information that identifies you, and your contact details. This includes name, date of birth, photographs, contact details and address
- attendance (such as sessions attended, number of absences and absence reasons).
- behavioural information
- assessment and attainment.

2.3 Special category data

- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical information (such as Doctor’s information, child health, dental health, allergies, medication and dietary requirements)
- Funding

2.4 Why we collect and use Adventurers information

We collect and use Adventurers information, for the following purposes:

- to support Adventurer learning
- to monitor and report on Adventurer attainment progress
- to provide appropriate care
- to assess the quality of our services
- to keep children and adults safe
- photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)
- to meet the statutory duties placed upon us by the Department for Education and department of Health and Social Care.
- to comply with the law regarding data sharing
- for site security

- protect public monies against fraud
- to streamline systems

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing Adventurers information are:

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation

as set out in the Education Act 1996 (as amended). We are required to share information about our Adventurers with the (DfE) under regulation 3 of The Education (Information About Individual Adventurers) (England) Regulations 2013

- Article 6(e) - Public Interest

In addition, we rely on GDPR Article 9 and the Data Protection Act 2018 Schedule 1 Part 1 and Part 2 concerning any special category data (personal data that needs more protection because it is sensitive). Please refer to our Special Category Data Policy document for full details of these lawful bases for processing this data.

2.5 How we collect Adventurers information

We collect Adventurers information via admission forms completed by parent/carer when an Adventurer joins our Service, data collection forms, information provided by; parent/carer, local authorities and partner schools.

Adventurers data is essential for the Services' operational use. Whilst the majority of Adventurers information you provide to us is mandatory, some of it requested on a voluntary basis. We will let you know, when we ask you for data, whether you are required to provide the information and your rights in relation to this.

2.6 How and where we store Adventurers information

We securely store Adventurers information on the Service's IT network (Microsoft Teams and on Hubspot). Secure storage is provided for paper based records. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit: <https://www.theadventureservice.com/keyinformation>

2.7 Who we share Adventurers information with

We share Adventurers information with:

- Our local authority
- Other relevant local authorities
- Police
- NHS (agencies and services)

2.8 Why we regularly share Adventurers information

We do not share information about our Adventurers with anyone without consent unless the law and our policies allow us to do so.

2.9 Local Authorities

We may be required to share information about our Adventurers with the local authority to ensure that they can conduct their statutory duties.

2.10. Requesting access to your personal data, and other rights

Under data protection law, Adventurers have the right to request access to information about them that we hold, and in some cases, parents can make the request on the Adventurer's behalf. Parents also have the right to access their child's educational record.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, i.e. to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to revoke that consent.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

2.11 How Government uses your data

The Adventurers data that we lawfully share with the local authorities through data collections:

- underpins service funding.

2.12 Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on May 2021.

2.13 Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact The Adventure Service Ltd office or the service directors:

Data Protection Officer Daniel Barrow

DPO Email: daniel@theadventureservice.com
DPO Phone: 01623232102
DPO Address: Park Road Resource Centre, 53 Park Road, Mansfield Woodhouse, Notts. NG19 8EG

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number **ZA330872** and stating that the Data Controller is The Adventure Service Ltd

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>