

## Quest for Learning

### Privacy Notice - Children, Parents and Carers

#### Document control:

|                    |                      |
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| Owner              | Data Protection Lead |
| Approved by        | Chief Executive      |
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#### Purpose

This Privacy Notice explains how Quest for Learning collects, uses and protects personal information about children, young people, parents and carers who engage with our programmes and services.

It should be read alongside the Quest for Learning Master Privacy Notice, which explains our general approach to managing personal information, your information rights and how to contact us about data protection matters.

#### Who this Privacy Notice applies to

This notice applies to:

- children and young people participating in Quest for Learning programmes;
- parents and carers;
- individuals with parental responsibility;
- family members where their personal information is provided to support a child's participation.

## **Why we collect personal information**

Quest for Learning works with schools and other partners to provide educational programmes that improve children's literacy, numeracy and confidence.

To deliver these services safely and effectively, we need to collect and use certain personal information.

We only collect information that is relevant and proportionate to the services we provide.

## **What information we collect**

Depending on the programme and the support being provided, we may collect:

### **Personal information**

- name;
- date of birth;
- year group;
- school attended;
- unique pupil identifiers where appropriate;
- parent or carer names;
- contact details for parents or carers.

### **Educational information**

This may include:

- reading assessments;
- spelling assessments;
- mathematics assessments;
- programme attendance;
- progress information;
- teacher observations;
- learning targets;
- intervention outcomes.

## **Characteristics**

Where relevant and appropriate, we may process information relating to:

- ethnicity;
- first language;
- nationality;
- country of birth;
- eligibility for free school meals or pupil premium;
- special educational needs or disabilities (SEND);
- information required to ensure that our programmes are delivered appropriately.

We only collect this information where it is relevant to delivering, evaluating or improving our services or where it is provided by the referring school.

## **Safeguarding and wellbeing information**

Where necessary, we may process information relating to safeguarding, health or wellbeing where this is required:

- to keep children safe;
- to provide appropriate educational support;
- to comply with our legal responsibilities; or
- to protect the vital interests of a child.

## **Photographs, video and audio**

From time to time we may use:

- photographs;
- video recordings;
- audio recordings.

These may be used:

- for educational purposes;
- to support programme delivery;
- for evaluation;
- to promote the Charity.

Where consent is required, we will ask for it separately. Consent may be withdrawn at any time.

## How we use personal information

We use personal information to:

- deliver educational programmes;
- assess children's learning and progress;
- communicate with schools, parents and carers;
- monitor attendance and participation;
- evaluate the effectiveness of our programmes;
- improve the quality of our services;
- safeguard children and vulnerable individuals;
- comply with legal and regulatory obligations;
- manage funding and reporting requirements where appropriate;
- administer the Charity effectively.

We do not make automated decisions or profiling that produce legal or similarly significant effects for children.

## Our lawful basis for processing

UK data protection legislation requires organisations to identify a lawful basis before processing personal information.

The lawful basis depends upon the activity being undertaken.

Where we process special category information (for example, information about disability or ethnicity), we will only do so where UK data protection legislation permits and appropriate safeguards are in place.

| Activity                                       | Typical lawful basis                                                                               |
|------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Delivering educational programmes              | Legitimate interests or performance of a contract (depending on how the programme is commissioned) |
| Educational assessment and progress monitoring | Legitimate interests                                                                               |

|                                        |                                                                       |
|----------------------------------------|-----------------------------------------------------------------------|
| Communicating with schools and parents | Legitimate interests                                                  |
| Safeguarding                           | Legal obligation and, where applicable, protection of vital interests |
| Programme evaluation                   | Legitimate interests                                                  |
| Photographs and marketing              | Consent (where required)                                              |

## Where we obtain personal information

Personal information may be obtained from:

- parents or carers;
- the child where appropriate;
- schools;
- local authorities;
- commissioners of services;
- professionals involved in supporting the child, where appropriate and lawful.

We always seek to ensure that information collected is accurate and relevant.

## Sharing personal information

We treat children's information confidentially.

We only share information where there is a lawful basis and where it is necessary to do so.

Depending upon the circumstances, information may be shared with:

- the child's school;
- parents or carers;
- local authorities;
- commissioners or funders where appropriate;
- safeguarding partners;



- professional advisers;
- regulators;
- organisations providing secure services on our behalf (such as Microsoft 365);
- law enforcement agencies where required by law.

We never sell children's personal information.

## **International transfers**

Some of the secure technology services used by Quest for Learning may involve processing information outside the United Kingdom.

Where this occurs, appropriate safeguards are in place in accordance with UK data protection legislation.

Further information is provided within the Quest for Learning Master Privacy Notice.

## **How long we keep information**

We only keep children's information for as long as it is required for the purposes for which it was collected or where we are required to retain it by law.

Retention periods are determined in accordance with Quest for Learning's:

- Records Management, Retention and Disposal Policy; and
- Records Retention Schedule.

When information is no longer required, it is securely destroyed or permanently anonymised where appropriate.

## **Protecting children's information**

Quest for Learning takes appropriate technical and organisational measures to protect personal information.

These include, where appropriate:

- secure Microsoft 365 cloud services;
- secure and encrypted databases;
- multi-factor authentication;
- role-based access controls;
- encrypted data transmission;
- staff training;
- secure disposal procedures;
- information governance policies and procedures;
- data breach reporting arrangements.

Access to children's information is restricted to those who require it to carry out their role.

## **Your information rights**

Parents, carers and, where appropriate, children have rights under UK data protection legislation.

These include the right to:

- be informed about how personal information is used;
- request access to personal information;
- request correction of inaccurate information;
- request erasure in certain circumstances;
- request restriction of processing;
- object to processing where applicable;
- withdraw consent where consent has been relied upon;
- complain to the Information Commissioner's Office.

Whether a parent or carer may exercise rights on behalf of a child depends upon the child's age, understanding and the circumstances of the request.

We will always consider the child's best interests when responding to requests relating to their personal information.

## Questions or requests

If you would like:

- more information;
- to exercise one of your information rights; or
- to discuss how your personal information is used,

please contact:

### **Data Protection Lead**

Quest for Learning

Email: [info@questforlearning.org.uk](mailto:info@questforlearning.org.uk)

Address:

Quest for Learning  
Thameside Primary School  
Cotman Close  
Abingdon  
Oxfordshire  
OX14 5NL

## Complaints

If you have concerns about how Quest for Learning has used personal information, we encourage you to contact us first so that we can investigate and respond.

You also have the right to complain to the Information Commissioner's Office (ICO).

Details of how to make a complaint are available within the Quest for Learning Master Privacy Notice.

## **Related documents**

### **Privacy Notices**

- Quest for Learning Master Privacy Notice

### **Information Governance**

- Information Governance and Data Protection Policy
- Records Management, Retention and Disposal Policy

### **Procedures**

- Data Breach Procedure
- Subject Access Request Procedure

## **Review**

This Privacy Notice will normally be reviewed every two years or sooner where legislation, guidance or organisational practice changes.