

GDPR Privacy Statement

Move the Mind Learning AP Limited – Alternative Provision for Children

Move the Mind Learning AP Limited is committed to protecting the privacy and personal information of all children, families, staff, volunteers and professionals who engage with our provision. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation relating to education and safeguarding.

1. What Personal Data We Collect

We collect and process information necessary to support children's education, wellbeing and safety.

Children

- Name, date of birth and address
- Parent or guardian contact details
- Attendance records
- Educational records and assessments
- Individual learning plans
- Behaviour records
- Safeguarding information
- Medical information, allergies and dietary requirements
- Special Educational Needs and Disabilities (SEND) information
- Mental health information where relevant
- Information received from referring schools, local authorities or other professionals
- Photographs or videos (where appropriate consent has been provided)

Parents and Guardians

- Names and contact details
- Emergency contact information
- Relationship to the child
- Relevant safeguarding or welfare information
- Correspondence relating to the child's education or wellbeing

Staff and Volunteers

- Contact details
- Employment or volunteer records
- Qualifications and training records
- DBS status
- Payroll information (where applicable)
- Emergency contact details
- Relevant health information where necessary

2. Why We Use Personal Data

We process personal information to:

- Deliver education and therapeutic support.
- Safeguard children and vulnerable individuals.
- Monitor attendance, behaviour and progress.
- Communicate with families, schools and professionals.
- Meet legal and regulatory obligations.
- Manage staffing and recruitment.
- Improve our services.
- Produce reports for referring organisations and funding bodies where required.
- Use photographs or media only where appropriate consent has been obtained.

3. Lawful Basis for Processing

We rely on one or more of the following lawful bases under UK GDPR:

- **Public Task** – delivering education and supporting children.
- **Legal Obligation** – safeguarding, health and safety, employment and regulatory requirements.
- **Legitimate Interests** – managing our provision safely and effectively.
- **Consent** – where required, including photographs, promotional materials and certain communications.

Where we process special category data (such as health information or SEND information), we do so in accordance with Article 9 UK GDPR and the Data Protection Act 2018.

4. Responsibility for Data Protection

Move the Mind Learning AP Limited is committed to ensuring that personal information is managed responsibly and securely.

The **Director, Nicole Gillard**, has overall responsibility for ensuring compliance with data protection legislation and for promoting a culture of confidentiality and good information governance throughout the provision.

The organisation's **Data Protection Officer (DPO) or appointed Data Protection Lead** is responsible for:

- Advising on compliance with UK GDPR and the Data Protection Act 2018.
- Monitoring data protection policies and procedures.
- Providing advice on data protection impact assessments where appropriate.
- Supporting investigations into data breaches.
- Acting as the point of contact for data protection enquiries and liaising with the Information Commissioner's Office (ICO) where required.

Data Protection Officer/Lead: Nicole Gillard

Email: hello@mtmlearningap.co.uk

5. How We Store Personal Data

Personal information is stored securely:

- Paper records are kept in locked cabinets with restricted access.
- Electronic records are stored on password-protected devices and secure cloud systems where appropriate.
- Access is limited to authorised staff who require the information to perform their duties.

We have appropriate technical and organisational measures in place to protect personal data against loss, misuse, accidental destruction or unauthorised access.

6. Data Breaches

Move the Mind Learning AP Limited takes all data breaches seriously.

All staff are required to report any actual or suspected personal data breach immediately to the Director and the Data Protection Officer or Data Protection Lead.

Reported breaches will be:

- Assessed promptly to determine the nature and severity of the incident.
- Investigated to identify the cause and any risks to individuals.
- Recorded in the organisation's Data Breach Register, including actions taken.
- Managed to minimise any potential harm.
- Reported to the Information Commissioner's Office (ICO) within the required statutory timescales where legally necessary.
- Communicated to affected individuals where there is a high risk to their rights and freedoms.

Following any breach, procedures will be reviewed and, where necessary, improvements made to reduce the risk of recurrence.

7. Sharing Information

We may share information where necessary with:

- Referring schools.
- Local Authorities.
- Healthcare professionals.
- Children's Social Care.

- CAMHS and other specialist services.
- Regulatory bodies.
- Emergency services where necessary.
- Our professional advisers where legally required.

Information is only shared where there is a lawful basis to do so, particularly where safeguarding responsibilities apply.

We never sell personal information and do not share data for marketing purposes.

8. Photographs and Media

Photographs and video recordings are only used where appropriate consent has been obtained.

Images may be used for:

- Learning records.
- Progress reports.
- Internal displays.
- Promotional materials.
- Our website or social media.

Consent may be withdrawn at any time unless another lawful basis applies.

9. Staff Training

Move the Mind Learning AP Limited recognises that protecting personal information is everyone's responsibility.

All staff and volunteers receive appropriate data protection and confidentiality training as part of their induction. Refresher training is provided regularly to ensure staff remain up to date with changes in legislation, safeguarding requirements and best practice.

Staff are expected to understand their responsibilities for handling personal information securely and to follow all relevant policies and procedures.

10. How Long We Keep Information

We retain personal information only for as long as necessary to fulfil the purpose for which it was collected and to comply with legal, safeguarding and financial record-keeping requirements.

When information is no longer required, it is securely deleted or confidentially destroyed in accordance with our Data Retention Schedule.

11. Your Rights

Under UK GDPR you have the right to:

- Request access to personal information.
- Request correction of inaccurate information.
- Request erasure of information where applicable.

- Request restriction of processing.
- Object to certain processing.
- Withdraw consent where processing is based on consent.
- Request data portability where applicable.
- Make a complaint to the Information Commissioner's Office (ICO).

12. Contact

If you have any questions about this Privacy Statement or how we process personal information, please contact:

Move the Mind Learning AP Limited

Nicole Gillard – Director

Lyndhurst

Lipyeate

Holcombe

Radstock

BA3 5EN

Email: hello@mtmlearningap.co.uk

If you remain dissatisfied with how your personal information has been handled, you have the right to make a complaint to the Information Commissioner's Office (ICO).

Policy Approval

Approved by: N Gillard

Position: Director

Date: September 2026

Review Date: September 2027