



Privacy Notice for Students – SEND & Under 16's

We ask you to provide some information about yourself when you come to Brookvale Groby Learning Campus.

We may also ask your previous school or your parents/carers for some information.

- ✓ We will ask you for your name, address, information about your previous school or college and your parents/carers' contact information.
- ✓ We will have a copy of your Education and Health Care Plan (EHCP) if you have one.
- ✓ We will also ask you to tell us about any learning or medical needs you have or support that you might find helpful.
- ✓ We will get your consent to collect and use this information.

? We need this information so we can enable school staff to support your learning and provide pastoral care throughout your school life. We also use this information to monitor and report your parents/carers on your progress.

✗ Your teachers and a small number of other people at the Campus may need to have your details but we **won't** share your information with anyone outside the Campus unless there is a very good reason to do so.

✓ We will keep your information only as long as we have to.

? We might contact you after you have finished your education with us to let you know about other courses which might be of interest to you. If you don't want us to do this, you can let us know.

✓ It's your information and you have rights. You can ask us to make sure we have your details correct, to show you what information we have about you and to make sure we look after your information and keep it confidential.

? If you want to know what information we have about you, you can ask for it. You can either ask your teacher or email Mrs Sangeeta Patel at spatel@brookvalegroby.com.

? If you have any questions or concerns you can contact the Data Protection Officer at Brookvale Groby Learning Campus, Ratby Road, Groby, Leicester LE6 0FP or email spatel@brookvalegroby.com.