

Your Information at Compass

A child-friendly privacy notice

Document owner	Data Protection Lead
Approved by	Director
Version	1.0
Approval / issue date	14 July 2026
Next review	14 July 2027

The main message

We keep information about you so we can teach you, support you and help keep you safe. We should only use information that we need, keep it secure and explain what we are doing.

What information might we know about you?

- Your name, birthday and contact details.
- Who to contact if there is an emergency.
- Your school, attendance, learning, work, progress and qualifications.
- What helps you learn and any SEND or support needs.
- Health, medication or allergy information needed to keep you safe.
- Safeguarding or wellbeing information when someone is worried about you.
- Your views, goals, strengths and plans for the future.

Why do we use it?

- To plan learning that is right for you.
- To give you the support and adjustments you need.
- To keep you and other people safe.
- To understand attendance and help you stay engaged.
- To show you, your family and your school how you are progressing.
- To help you gain qualifications and move on to a positive next step.

Who might see it?

Only people who need the information for their job should see it. This may include Compass staff, your parent or carer, your school or local authority, and professionals helping to keep you safe or support your health and education. We do not sell your information.

Can we share information without asking you?

Sometimes, yes. If we think you or somebody else may be at risk, we may need to share information with safeguarding professionals, social care, health services or the police. We should share only what is needed and record why.

How do we keep it safe?

- We use passwords, secure systems and restricted access.
- Safeguarding and health information has extra protection.
- We do not normally use personal email or messaging apps for your information.
- We delete or securely transfer records when we no longer need them.

What can you ask us to do?

- Tell you what information we have about you.
- Correct information that is wrong.
- Explain why we are using or sharing something.
- Stop or limit some uses where the law gives you that right.
- Listen to a concern or complaint.

Who can help?

You can speak to any trusted member of Compass staff or contact Rosie Aylward, the Data Protection Lead, at info@compass-learning.co.uk. You can ask in your own words. You do not need to know the name of a legal right.

Remember

Being open about a safeguarding concern will not get you into trouble. We will take you seriously and explain what we need to do next as clearly as we can.

References and linked guidance

- **ICO: Children and data protection:** <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/childrens-information/>
- **DfE: Privacy notice models:** <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>