

Compass Learning & Education

Student & Parent Privacy Notice

(UK GDPR – 2026 Version)



1. Introduction

This Privacy Notice explains how Compass Learning & Education (“the Provision”, “we”, “us”) collects, uses and protects personal data relating to:

- Current, former and prospective students
- Parents, carers and those with parental responsibility

We are committed to protecting personal information and processing it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who Is Responsible for Your Data?

Compass Learning & Education is the **Data Controller** for personal data relating to students and parents.

We are registered with the Information Commissioner’s Office (ICO).

Data Protection Lead: Rosie Aylward

Head of Provision

Email: info@compass-learning.co.uk

Telephone: 07854833314

If you have questions about how your data is handled, please contact the Data Protection Lead in the first instance.

3. Why We Collect and Use Personal Data

We collect and use personal data in order to:

- Provide education and alternative provision placements
- Assess students’ educational progress and support needs
- Safeguard and promote the welfare of students
- Meet statutory safeguarding duties
- Deliver SEND provision and EHCP requirements
- Manage behaviour support and pastoral care
- Liaise with referring schools, local authorities and commissioners
- Enable participation in examinations and qualifications
- Arrange work experience, vocational learning and trips
- Monitor attendance and engagement

- Ensure health and safety
- Comply with legal and regulatory obligations
- Defend legal claims where necessary
- Manage financial transactions (e.g., trips or commissioned services)

In Alternative Provision, safeguarding and contextual risk management are central to our role. This means we may process sensitive information where necessary to protect students and others.

4. The Categories of Personal Data We Process

We may process the following types of personal data:

Basic Identification Information

Names, addresses, dates of birth, contact details, emergency contacts and unique learner numbers.

Educational Information

Previous school records, attendance data, assessment information, progress data, behaviour records, exclusion information and post-16 destination information.

SEND Information

EHCPs, SEN support plans, professional reports, educational psychology assessments and review documentation.

Safeguarding Information

Child protection records, risk assessments, disclosures, contextual safeguarding information and reports from external agencies such as social care.

Health Information

Medical conditions, allergies, medication records, mental health support information and therapy reports.

Criminal or Police Involvement Information

Where necessary for safeguarding purposes, we may process information relating to police involvement, youth justice services or court orders. This is treated as criminal offence data under data protection law and is handled with enhanced security.

Images and CCTV

Photographs and video recordings for identification, safeguarding and promotional purposes (where consent applies). CCTV footage is used for site safety and security.

Financial Information

Information necessary to process payments for trips or services where applicable.

5. Our Legal Basis for Processing

We process personal data under the following lawful bases:

- Public task – providing education and carrying out our official functions
- Legal obligation – safeguarding, attendance and regulatory requirements
- Vital interests – protecting life and welfare
- Contract – fulfilling commissioning or service agreements
- Legitimate interests – managing and improving provision
- Consent – where required (e.g., certain images, alumni communications)

Special category data (such as health and SEND information) is processed where necessary for education provision, safeguarding, social protection or substantial public interest.

Criminal offence data (such as police involvement) is processed only where lawful and necessary, primarily for safeguarding purposes.

6. Who We Share Data With

We may share personal data with:

- Referring schools
- Local authorities and commissioning bodies
- The Department for Education (where legally required)
- Ofsted inspectors
- Examination boards
- Work experience providers
- Careers services (with consent where required)
- Health professionals and social care services
- Police or safeguarding partners where required
- Secure software providers who support our systems

We only share data where there is a lawful basis and where sharing is necessary and proportionate.

We do not sell personal data.

7. Data Processors

We use approved third-party providers to deliver systems such as:

- Management Information Systems
- Safeguarding software
- Online learning platforms
- Secure data transfer services

All providers are subject to strict data protection agreements and security checks before access is granted.

8. How Long We Keep Data

Retention periods are based on education sector standards.

In general:

- Student educational records are retained until age 25
- Safeguarding files are retained until age 25
- Accident records involving students are retained in line with health and safety law
- Admissions data is retained for one year post-decision (longer if appeal ongoing)
- Financial records are retained for six to seven years

Further detail is available in our Records Retention Policy.

9. How We Keep Data Secure

We use appropriate technical and organisational measures to protect personal data.

This includes:

- Secure password-protected systems
- Restricted access to safeguarding files
- Locked filing cabinets for paper records
- Encrypted devices where required
- Staff training in data protection
- Monitoring and breach procedures

Safeguarding and criminal offence data is subject to enhanced access restrictions.

10. Your Rights

Under data protection law, you have the right to:

- Request access to personal data (Subject Access Request)
- Request correction of inaccurate data
- Request erasure in certain circumstances
- Request restriction of processing
- Object to processing in certain circumstances
- Withdraw consent where consent has been relied upon

Parents may request access to their child's data. Where a student is considered mature enough to understand their rights (generally aged 12 and over), we may seek their consent before releasing information.

Requests should be made to the Data Protection Lead. We will respond within one calendar month.

11. Complaints

If you are concerned about how your data is being handled, please contact the Data Protection Lead in the first instance.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office:

ICO Helpline: 0303 123 1113

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

12. Updates to This Notice

We review this Privacy Notice regularly. The most up-to-date version will always be available on our website and upon request.