

Learner Privacy Notice



Who processes your information?

Eat That Frog Group is the Data Controller of the personal information you provide to us. This means ETFG determines the purposes for which, and the manner in which, any personal data relating to you is to be processed. ETFG's Data Compliance and MIS Manager is the Data Protection Officer and oversees and monitors ETFG's data protection procedures to ensure they are compliant with the GDPR. Our contact details are Eat That Frog, 91 Union Street, Torquay, TQ1 3DG. Telephone 01803 551 551

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires ETFG to share your data. Where the provider outsources data to a third party processor, the same data protection standards that ETF upholds are imposed on the processor.

Why do we collect and use your information?

Eat That Frog Group holds the legal right to collect and use personal data relating to learners and their families, and we may also receive information from previous schools, the Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of learners and their families is collected and used for the following reasons:

- To support learning
- To monitor and report on learner progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard learners



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Which data is collected?

The categories of learner information that ETFG collects, holds and shares include the following:

- Personal information – e.g. names, telephone numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. disciplinary records

Whilst the majority of the personal data you provide to the provider is mandatory, some is provided on a voluntary basis. When collecting data, ETFG will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, ETFG will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to learners at ETFG and their families is stored in line with ETF's GDPR Data Protection Policy. In accordance with the GDPR, ETFG does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The provider is required to share learners' data with the Education and Skills Funding Agency (ESFA). The ESFA may share information about our learners with third parties who promote the education or wellbeing of learners in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The ESFA has robust processes in place to ensure the confidentiality of any data shared is maintained. ETFG will not share your personal information with any third parties without your consent unless the law allows us to do so. ETFG routinely shares learners' information with:

- Local Authorities
- NHS
- ESFA or other funding bodies
- Awarding bodies



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What are your rights?

Learners and parents/carers have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how ETFG uses your personal data.
- Request access to the personal data that ETFG holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way ETFG is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information, please visit our website <http://www.eatthatfrog.ac.uk> or download our GDPR Data Protection Policy.

In summary, you should be aware:

- That ETFG has a legal and legitimate interest to collect and process your personal data in order to meet statutory requirements.
- How your data is used:
 - ETFG may share your data with the ESFA and the LA.
 - ETFG will not share your data to any other third parties without your consent, unless the law requires ETFG to do so.
 - ETFG will always ask for explicit consent where this is required, and you must provide this consent if you agree to the data being processed.
- That your data is retained in line with ETFG's GDPR Data Protection Policy.
- Of your rights to the processing of your personal data.

Where you can find out more information about the processing of your personal data?

If you have any further questions or queries, please contact ETFG's Data Compliance and MIS Manager.