

Acorn Digital Learning – Privacy Policy

The document is intended to give our pupils (included prospective pupils) and their parents, their carers or their guardians an explanation as to how information about them is used at Acorn Digital Learning.

Our contact details:

Head Office: Acorn Digital Learning (part of Acorn Care and Education) 1 Merchants Place River Street Bolton BL2 1BX Tel: 01204 552 667 Email: AcornDigitalLearning@nfa.co.uk	Data Protection Officer: Paul Walker Data Protection Officer (DPO) 1 Merchants Place River Street Bolton BL2 1BX Tel: 01204 556344 Email: DPO@nfa.co.uk
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Details of our Data Protection registration:

ZA553298 (Acorn Academy of Direct Learning Limited)

About the information Acorn Digital Learning uses:

The categories of personal data that Acorn Digital Learning holds are:

Data Type	Who does this effect?
Personal identifiers and contacts (such as name, unique pupil number, contact details and address)	Students, Prospective Students and Contacts
Characteristics (such as ethnicity and, language)	Students and Prospective Students
Safeguarding information (such as court orders and professional involvement)	Students and Prospective Students
Special educational needs (including the needs and ranking)	Students and Prospective Students
Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)	Students and Prospective Students
Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)	Students and Prospective Students
Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)	Students and Prospective Students
Behavioural information (such as exclusions and any relevant alternative provision put in place)	Students and Prospective Students

Where does Acorn Digital Learning get the information from?

We collect pupil information via those responsible for their placements, we may also seek additional information from their parents/guardians/carer.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with the data protection legislation, we will adhere to inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Why does Acorn Digital Learning collect and use information?

We collect and use students (including prospective students) information for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (such as emergency contact details)
- to meet the statutory duties placed upon the school

We collect and use contact information for the following purposes:

- to support the placement of students within the school
- to deal with any enquiries which our contacts may raise

What is Acorn Digital Learning's legal basis for processing this information?

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

'Personal data':

- processing is necessary for compliance with a legal obligation which the controller is a subject (we are under contract from local authorities or other to deliver education services);
- processing is necessary for the purposes of the legitimate interests pursued by the controller.

'Special characteristics data':

- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Storing Acorn Digital Learning's information

We hold our data securely for as long as necessary. Our data retention schedules are currently in the process of revisions, for more information and any enquiries contact DPO@nfa.co.uk.

Who does Acorn Digital Learning share information with?

We routinely share information with:

- schools that the students attend after leaving us
- local authorities and organisations responsible for placing students
- youth support services

- statutory bodies such as the Department of Education
- other companies within the Outcomes First Group

We do not share information with anyone without consent unless the law or our policies allow us to.

Your Data Protection rights and raising concerns

Under data protection legislation, parents, carers, guardians, pupils and contacts have the right to request access to information about them that we hold. To make a request for your personal data contact the Acorn Digital Learning's Data Protection Officer at DPO@nfa.co.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Last updated

We may need to update this Privacy Notice periodically so we recommend that you revisit this information from time to time. This version was last updated February 2020.

Help and Assistance

If you would like to discuss anything in this privacy notice, please contact Data.Protection@nfa.co.uk