New Path Education
Alternative Provision

New Path Education

Privacy Notice

1. Introduction

This Privacy Notice explains how we collect, use, store, and share personal information about children and young people at New Path Education, as well as information about their parents, carers, and associated professionals. We are committed to protecting your privacy and complying with data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

New Path Education
Address: 24A Angel Hill, Bury St Edmunds, Suffolk IP33 1UZ
Data Protection Officer: Mrs Natalie Taylor

We are the data controller for the information we process about you or your child unless stated otherwise.

3. What Information We Collect

We may collect and process the following types of personal data:

Learner information

- Name, date of birth, address, unique pupil number (UPN)
- Parent/carer contact details
- Attendance and assessment information
- Special educational needs and disabilities (SEND) information
- Educational, behavioural, safeguarding or pastoral records
- Care status (e.g., looked-after child, child in need)
- Relevant medical or health information
- Exclusion details
- Information from the referring school, local authority, or other agencies

Parent/Carer information

- Name and contact details
  Relationship to the child
- Legal responsibility information

Professional information

- Contact details for referring schools, local authorities, social workers, health professionals, etc.

4. How We Use Personal Data

We use the information we collect to:

- Deliver appropriate education and support
- Safeguard pupils and meet statutory safeguarding duties
- Track progress, attendance, and engagement
- Plan and review programmes of study
- Communicate with parents, carers, and professionals
- Fulfil legal obligations from the Department for Education (DfE), local authorities, and funding bodies
- Monitor and improve our provision

5. Lawful Bases for Processing

We process personal data under the following lawful bases:

Public task – providing education and safeguarding children
Legal obligation – compliance with education, safeguarding, and data protection law
Vital interests – when processing is necessary to protect life
Consent – for optional activities such as using photos or videos for publicity (where consent is requested and can be withdrawn at any time)

6. Sharing Your Information

We may share information with:

- The referring school or local authority
- Social care, Early Help, health, or other safeguarding partners
- Education providers, exam boards, and qualifications bodies

- The Department for Education (DfE)
- Police or other agencies when legally required

We only share information when necessary and lawful, and we keep a record of all data sharing.

7. How Long We Keep Data

We retain personal data in line with statutory guidance and our retention schedule. This is usually until the learner reaches **25 years old**, unless a different legal requirement applies.

8. Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate information
- Request deletion (in certain circumstances)
- Restrict or object to processing
- Request data portability
- Withdraw consent (where consent is the lawful basis)

To exercise your rights, contact us using the details above.

9. How We Store Your Information

We store personal data securely in encrypted digital systems and, where necessary, in locked physical storage. Access is restricted to authorised staff only.

10. Concerns or Complaints

If you have concerns about how we use your personal data, contact our Data Protection Officer.
You can also contact the Information Commissioner's Office (ICO):

www.ico.org.uk
Telephone: **0303 123 1113**

11. Updates to This Notice

We review this Privacy Notice regularly. The most recent version will always be available on request.