

Privacy Notice – August 2026

Contents

Introduction.....	2
Who This Privacy Notice Applies To	2
Who We Are	2
What Information We Collect.....	3
Where We Obtain Information.....	4
How We Store Your Information	4
Why We Collect Information	4
Our Lawful Basis for Processing.....	4
Who We Share Information With.....	5
How We Keep Your Information Safe.....	5
International Transfers	6
How Long We Keep Information.....	6
Your Rights.....	6
Children's Information	7
Website Cookies.....	7
Changes to this Privacy Notice.....	7
Contact Us.....	7
Complaints.....	8

Introduction

AS2Educate is committed to protecting the privacy, confidentiality and security of everyone whose personal information we process.

This Privacy Notice explains how AS2Educate collects, uses, stores, shares and protects personal information relating to children and young people, parents and carers, employees, applicants, volunteers, contractors, visitors and website users.

It also explains your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice should be read alongside the AS2Educate Information Governance and Data Protection Policy.

Who This Privacy Notice Applies To

This Privacy Notice applies to:

- children and young people attending AS2Educate;
- parents and carers;
- employees;
- job applicants;
- volunteers;
- contractors and consultants;
- visitors;
- commissioning Local Authorities;
- partner agencies; and
- anyone whose personal information is processed by AS2Educate.

Who We Are

AS2Educate is an Alternative Provision providing education, support and pastoral care for children and young people.

AS2Educate is responsible for deciding how and why personal information is processed and is therefore the Data Controller for the purposes of UK GDPR.

If you have any questions regarding this Privacy Notice or the way your personal information is processed, please contact:

Provision Manager / Data Protection Lead

AS2Educate

Email: office@as2educate.co.uk

Telephone: 01462 542145

What Information We Collect

Depending upon your relationship with AS2Educate, we may collect personal information including:

Children and Young People

- name;
- date of birth;
- address;
- emergency contacts;
- attendance records;
- educational records;
- SEND information;
- EHCP documentation;
- safeguarding information;
- behaviour records;
- assessment information;
- medical information;
- photographs and videos (where appropriate);
- information received from commissioning Local Authorities, previous educational settings and partner agencies.

Parents and Carers

- names;
- contact details;
- parental responsibility;
- emergency contacts;
- correspondence;
- information relating to your child's education, wellbeing and support.

Employees, Volunteers and Applicants

- recruitment information;
- qualifications;
- DBS and safer recruitment information;
- employment records;
- payroll information;
- attendance records;
- training records;
- occupational health information where appropriate.

Website Users

Where you contact AS2Educate through our website we may collect:

- your name;
- contact details;
- correspondence; and
- technical information relating to your use of the website.

Where We Obtain Information

Personal information may be obtained directly from individuals, parents and carers, commissioning Local Authorities, schools, health professionals, social care services, previous educational settings and other partner agencies where there is a lawful basis to do so.

Information may also be created by AS2Educate during the course of providing education, safeguarding, pastoral support and employment.

How We Store Your Information

AS2Educate stores personal information securely using approved electronic systems and, where necessary, secure paper records.

This includes:

- Learntrek, AS2Educate's secure Management Information System (MIS), which is used to manage student records, attendance, assessments, safeguarding information, SEND information and educational records.
- Google Workspace, including Shared Drives, Gmail and approved Google Workspace applications, which are used to securely store student records, organisational documentation, emails and operational information.
- Avensure's secure Human Resources platform, which is used to manage employee records and Human Resources documentation.

Access to personal information is restricted according to staff roles and is limited to individuals who have a legitimate professional need to know.

Employee personnel records are held securely within Google Workspace and Avensure's Human Resources platform and are accessible only to authorised members of the Senior Leadership Team and those with Human Resources responsibilities.

Why We Collect Information

We collect personal information to:

- provide education and support;
- safeguard children and young people;
- meet our statutory and contractual responsibilities;
- communicate with parents, carers and professionals;
- support health, safety and wellbeing;
- administer employment;
- comply with legal obligations;
- deliver examinations, qualifications and vocational programmes; and
- improve our services.

Our Lawful Basis for Processing

Depending upon the purpose of processing, AS2Educate relies upon one or more of the following lawful bases:

- legal obligation;

- public task;
- contract;
- consent;
- vital interests; or
- legitimate interests.

Where special category personal information is processed, AS2Educate ensures that an additional lawful condition under the Data Protection Act 2018 also applies.

Who We Share Information With

We will only share personal information where there is a lawful basis to do so.

Information may be shared, where appropriate, with:

- commissioning Local Authorities;
- schools and educational settings;
- Children's Social Care;
- health professionals;
- NHS services;
- CAMHS;
- Police;
- safeguarding partners;
- the Department for Education;
- Ofsted;
- awarding organisations;
- examination boards;
- certification providers;
- approved vocational education and training providers;
- professional advisers;
- insurers;
- regulatory bodies where required by law; and
- other organisations or professionals directly involved in supporting the individual.

Only the minimum information necessary for the intended purpose will be shared.

How We Keep Your Information Safe

AS2Educate uses appropriate organisational and technical measures to protect personal information from unauthorised access, loss, misuse or disclosure.

These measures include:

- secure electronic systems;
- password-protected and, where available, multi-factor authenticated systems;
- Google Workspace;
- Learntrek Management Information System;
- Avensure Human Resources platform;
- role-based access controls;
- encrypted devices and storage where appropriate;
- regular security updates;

- staff training in information governance and cyber security;
- secure disposal of confidential information; and
- regular review of our information governance arrangements.

International Transfers

AS2Educate uses approved cloud-based service providers to securely store and process personal information.

Where personal information is transferred or processed outside the United Kingdom, AS2Educate will ensure appropriate contractual, organisational and technical safeguards are in place to protect personal information in accordance with UK data protection legislation.

How Long We Keep Information

Personal information is retained only for as long as necessary to fulfil our legal, safeguarding, educational, contractual and operational responsibilities.

Retention periods are determined by:

- legislation;
- safeguarding requirements;
- Department for Education guidance;
- employment legislation;
- contractual requirements; and
- operational need.

Further information is available within AS2Educate's Records Retention Schedule.

Your Rights

Subject to UK GDPR, you have the right to:

- be informed about how your information is used;
- access your personal information;
- request correction of inaccurate information;
- request erasure of personal information in certain circumstances;
- request restriction of processing;
- object to processing;
- request data portability where applicable; and
- withdraw consent where processing relies upon consent.

If you wish to exercise any of your rights, please contact the Provision Manager, who acts as AS2Educate's Data Protection Lead.

You also have the right to complain to the Information Commissioner's Office (ICO).

Children's Information

AS2Educate recognises that children and young people have their own rights under data protection legislation.

When responding to requests relating to children's personal information, AS2Educate will consider:

- the child's age;
- their level of understanding;
- parental responsibility;
- safeguarding considerations; and
- relevant legislation.

Where appropriate, AS2Educate will communicate directly with children and young people about how their information is used in a manner appropriate to their age and understanding.

Website Cookies

Our website may use cookies to improve website functionality, security and user experience.

Cookies help us:

- ensure the website functions correctly;
- maintain website security;
- understand how visitors use the website;
- improve website performance; and
- remember user preferences where appropriate.

Where required, consent will be requested before non-essential cookies are placed on your device.

You can manage or delete cookies through your browser settings at any time. Please note that disabling certain cookies may affect the functionality of the website.

Changes to this Privacy Notice

This Privacy Notice will be reviewed regularly and updated where necessary to reflect changes in legislation, statutory guidance, organisational practice or the services provided by AS2Educate.

The latest version will always be available from AS2Educate upon request and, where appropriate, via our website.

Contact Us

If you have any questions regarding this Privacy Notice or wish to exercise your information rights, please contact:



Provision Manager / Data Protection Lead

AS2Educate

Email: office@as2educate.co.uk

Telephone: 01462 542145

Complaints

If you are dissatisfied with the way AS2Educate has processed your personal information, please contact us in the first instance so that we can seek to resolve your concerns.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

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