

Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers, contacts and characteristics (such as name, contact details and address)
- characteristics (such as ethnicity, language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

The personal data collected is essential, in order for Team Bees Ltd. to fulfil its functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

1. a) to support pupil development at our clubs
2. b) to provide appropriate pastoral care
3. c) to assess the quality of our services
4. e) to keep children safe (food allergies, or emergency contact details)

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

- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)

Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year and throughout the year.

Pupil data is essential for Team Bees' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will 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.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule and how we keep your data safe, please visit <https://team-bees.com/policies-procedures/>

Who we share pupil information with

We routinely share pupil information with:

- the school that the pupil attends
- current Team Bees staff

Why we routinely share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mr. Elliot Bee on 07810641884 or email teambees3@gmail.com

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Mr. Elliot Bee on 07810641884 or email teambees3@gmail.com

