



## Privacy Notice for Children, \*Parents and \*\*Schools

Children, parents and schools have a legal right to be informed about how \*\*\*Mindful Brain uses any personal information that we hold about them. To comply with this, we provide a 'Privacy Notice' to share where we are processing personal data.

This privacy notice explains how we collect, store and use personal data.

Mindful Brain is the 'data controller' for the purposes of data protection law.

### **The personal data we hold about the child**

We hold some personal information about the children we teach to make sure we can help them learn and ensure they are safe.

Schools share information they feel is necessary with us. Some of this is considered 'special category' data. The School's Privacy Statement shares how they use personal data.

Schools may feel it is necessary to share the following information with Mindful Brain and therefore the personal information Mindful Brain holds may include:

- Personal information of the child and parents (such as names, year group of child)
- Any medical conditions the child may have
- Behavioural information about the child
- Mental health and emotional needs of the child
- Special educational needs or disabilities of the child
- First language of the child
- Free School meal eligibility
- Records of a child's progress and next steps during the sessions
- Attendance information of the child (Mindful Brain sessions attended)
- Written/verbal correspondence (electronic and written)

### **The personal data we hold about the school**

The majority of data we hold about the school is publicly accessible on their website, including; name, address, contact details, staff names.

Other data we will hold includes:

- Bank details (if using bank transfers or cheques for payment)
- Photographs of the children/teachers (if agreed by the school and parents, to be used for advertising)

## **Why we collect and use this information**

We use this data to:

- communicate to arrange and deliver sessions
- support teaching and learning
- monitor and report on progress
- look after the welfare of a child
- assess how well the Mindful Brain teacher is doing.
- advertise the services offered by Mindful Brain
- receive payment of the sessions

## **The lawful basis on which we use this information**

We will only collect and use the personal information when the law allows us to. Most often, we will use the information where:

- Contract: processing is necessary due to the fulfilment of a contract. (The Terms and Conditions agreed to)

Sometimes, we may also use the personal information where:

- The child, parents and school have given us permission to use it in a certain way
- We need to protect the child's, parents' or staff members' interests (or someone else's interest) including safeguarding.

Where we have permission/consent to use the data, the child, parent or school may withdraw this at any time. We will make this clear when we ask for permission. How to go about withdrawing consent is explained at the end of this document.

## **Collecting information**

The information shared with Mindful Brain is provided by the school. It is collected through discussion, through electronic correspondence or/and in completion of the Enrolment Form. If parents want to share information with a Mindful Brain teacher, they are to do so through a member of school staff.

In order to comply with the General Data Protection Regulations, we will let the child/parent/school know whether they are required to provide certain pupil information to us or if they have a choice in this.

## **Storing data**

We hold information about the child, parent and school while the child is being taught by our teachers. This information is kept electronically on a laptop which is password protected or and a hard paper copy. All paper work is stored securely in a lockable file.

When the child is no longer having sessions with a teacher from Mindful Brain, records may be retained about a child's progress during the sessions for evidence of the impact of the sessions. These records will be unidentifiable to the child. Eg: changing the child's name to Child 'X'. With permission, we will continue to use

photographs for advertising purposes. All other data collected will be deleted/destroyed within 6 months of the sessions ending.

After the sessions have finished, children, parents and schools have the right to request Mindful Brain delete their photographs even if they have given permission previously.

### **Who we share pupil information with and why**

We do not share information about children, parent or school's with anyone without consent, unless sharing with appropriate organisations for safeguarding concerns.

### **Requesting access to your personal data**

Under data protection legislation, children, parents and schools can find out about the personal information we hold and how we use it, by making a 'subject access request' (SAR).

### **If we do hold information about children, parents and schools we will:**

- Give them a description of it
- Tell them why we are holding it, and how long we will keep it for
- Explain where we got it from
- Tell them who it has been, or will be shared with
- Give them a copy of the information

If children, parents or schools would like to make a request, they are to contact Katie Purdy.

### **Children and parents also have other rights over how personal data is used and kept safe including the right to:**

- Say that processing personal data is likely to cause, or is causing, damage or distress
- stop it being used to send marketing materials
- say that they don't want it to make automated decisions (decisions made by a computer rather than a person) (We currently do not use automated decisions)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed if it is wrong and claim compensation for damages if the Data Protection regulations are broken and this harms them in some way.

If children, parents or schools have a concern about the way we are collecting or using personal data, we request that the concern is raised with us in the first instance. Alternatively, the Information Commissioner's Office can be contacted at <https://ico.org.uk/concerns/>

### **Contact**

The person responsible for data protection is Katie Purdy. If children, parents or schools would like to discuss anything regarding data protection, have access to or correction or deletion of their data they are to contact Katie Purdy at

katie@mindfulbrain.co.uk. These requests can be made in writing or verbally, in person or on the phone. Requests will be completed with within one month of the request being received.

\*parent/s – the reference to parents includes guardians/carers.

\*\*schools – refers to members of staff in the school.

\*\*\*Mindful Brain is the name in which Katie Purdy operates under.