



Privacy Policy

Policy agreed (date):	January 2024
Next review (date):	August 2025

Our contact details:

Name: Achievio Ltd

Address: 15&16 Evans Business Centre, Hampton Park West, Melksham, SN12 7GT

Phone Number: 07478 538219

E-mail: enquiries@achievio.co.uk

Under data protection law, individuals have the right to be informed about how Achievio Ltd uses any personal data that we hold on them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store, and use personal data about children and staff.

We, Achievio Ltd, are the data controller for the purposes of data protection law.

The type of personal information we collect includes:

Personal data that we may collect, use and store about individuals include, but is not restrictive to:

- Personal information such as name, date of birth, gender and contact information.
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Attendance details (such as sessions attended, number of absences and reasons for absence)
- Performance and assessment information
- Behavioural information
- Special educational needs information
- Health related information
- Images of students and staff engaging in activities
- Recruitment information (identity, right to work in UK, references etc)
- Staff payroll information (bank details, NI number, tax code etc)
- Staff qualifications

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by you. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How we use your personal information:

We use the information that you have given us to:

- Support student learning.
- Monitor and report on student attainment progress.
- Protect student welfare.
- Provide appropriate pastoral care.
- Assess the quality of our services and how well our provision is doing.
- Keep individuals safe (food allergies or emergency contact details)
- Meet contractual obligations.
- Ensure legal compliance.
- Identify the needs of an individual.

- Assess suitability of potential candidates to work at Achievio.

Who we share information with:

We may share this information with:

- Schools that the students attend after leaving the provision.
- School the student is on roll at
- Wiltshire County Council
- Ofsted
- Police and Social Care (where there are safeguarding concerns)
- Emergency Services
- QuickBooks
- Facebook
- Achievio website
- Instagram
- Nest
- HMRC

We do not share information about our students with anyone without consent unless otherwise required by law.

The lawful basis on which we use this information:

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

- **Consent:** the individual has given clear consent to process their personal data for a specific purpose
- **Contractual obligation:** the processing is necessary for a contract with the individual.
- **Legal obligation:** the processing is necessary to comply with the law (not including contractual obligations)
- **Vital interest:** the processing is necessary to protect someone's life.
- **Public task:** the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

How we store your personal information:

Your information is securely stored on our computer system and on paper, in a locked filing cabinet.

The table below details the time period for which we keep your personal data. Once the given time has lapsed, we will dispose of your information by deleting files stored on our computer system and shredding paper records.

File Description	Retention Period
Student Information	
Student Details (student details form or Learner Information form)	2 years from the child's last attendance
Safeguarding records	Transferred to next setting following child's last attendance or until child reaches the age of 25
Attendance records	2 years from the child's last attendance
Students Work	Where possible, given to the student to take home at the end of the academic year, otherwise retained form 1 year.
Photographs	1 year from the child's last attendance
Staff Information	
Job applications and interview records of unsuccessful candidates	6 months after notifying unsuccessful candidates
Job applications and interview records of successful candidates	6 years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases
Right to work documentation including identification documents	6 years after employment ceases
DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded
Emergency contact details	Destroyed on termination
Payroll and wage records	Six years after end of tax year they relate to
Current bank details	Until updated plus three years
Time sheets/clock cards/flexitime	Current year plus three years

Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at caroline@achievio.co.uk , 07478 538219 or Achievio, 15&16 Evans Business Centre, Hampton Park West, Melksham, SN12 6LH if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at caroline@achievio.co.uk, 07478 538219 or Achievio, 15&16 Evans Business Centre, Hampton Park West, Melksham, SN12 6LH

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>