



Privacy Notice

2024-25

Grow Independent School

At Grow, we are committed to providing an accessible and inclusive environment for all our students, staff, parents, and visitors. We strive to ensure that everyone can fully participate in our educational community, regardless of any physical, sensory, cognitive, or neurodiverse conditions.

We can provide information in multiple formats, including printed, electronic, and audio versions. Please let us know your preferred format. We offer translation and interpretation services to support non-English speakers and those who use sign language.

We value feedback from our community to help us improve our accessibility measures. If you have any suggestions or require assistance, please contact us: office@growschool.co.uk

Thank you for helping us make Grow a welcoming and accessible environment for everyone.

Privacy Notice for Grow Independent School

Introduction

At Grow School, we are committed to protecting the privacy and security of our students, staff, and visitors. This privacy notice explains how we collect, use, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Data Controller

Grow Schools Ltd.

Grow Independent School

Lower Clough Business Centre

Pendle Street

Barrowford

BB9 8PH

Personal Data We Collect

We collect and process personal data about students, parents, staff, and other individuals as part of our educational and administrative functions. This includes:

- Students: Names, addresses, dates of birth, academic records, health information, attendance records, behavioural information, and special educational needs.
- Parents/Guardians: Contact details, relationship to the student, and financial information (where applicable).
- Staff: Employment details, qualifications, performance records, payroll information, and contact details.
- Visitors: Names, contact details, and vehicle registration numbers.

How We Use Personal Data

We use personal data for various purposes, including but not limited to:

- Educational purposes: To provide education, assess progress, and support students' learning and development.

- Administrative purposes: To manage school operations, communicate with parents and guardians, and ensure the safety and welfare of students and staff.
- Legal compliance: To comply with our legal and statutory obligations.
- Employment purposes: To manage staff recruitment, employment, payroll, and professional development.

Legal Basis for Processing

Our legal basis for processing personal data includes:

- Consent: For certain activities where we seek explicit consent.
- Contractual necessity: To fulfill our contractual obligations to staff and service providers.
- Legal obligation: To comply with legal requirements.
- Vital interests: To protect the vital interests of individuals in emergency situations.
- Public task: To perform a task carried out in the public interest or in the exercise of official authority.

Data Sharing

We may share personal data with third parties, including:

- Educational authorities and regulatory bodies: Such as the Department for Education (DfE) and Ofsted.
- Health and social care professionals: Where necessary to protect the health and welfare of students.
- Service providers: Who provide services on our behalf, such as IT support and payroll processing.
- Law enforcement agencies: If required by law.

We ensure that any data shared is done so securely and only for the purposes specified.

Data Retention

We retain personal data for as long as necessary to fulfill the purposes for which it was collected and to comply with legal and regulatory requirements. Specific retention periods are documented in our Data Retention Policy.

Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorized access, alteration, disclosure, or destruction. This includes secure storage solutions, access controls, and regular security assessments.

Rights of Individuals

Individuals have certain rights regarding their personal data, including:

- Right to access: Request access to their personal data.
- Right to rectification: Request correction of inaccurate or incomplete data.
- Right to erasure: Request deletion of their personal data in certain circumstances.
- Right to restrict processing: Request the restriction of processing under specific conditions.
- Right to data portability: Request the transfer of their data to another organization.
- Right to object: Object to the processing of their data in certain circumstances.

To exercise these rights, individuals should contact our Data Protection Officer.

Contact Us

If you have any questions about this privacy notice or our data protection practices, please contact:

Data Protection Officer
Grow Schools Ltd.
Grow Independent School
Lower Clough Business Centre
Pendle Street
Barrowford
BB9 8PH

Updates to This Privacy Notice

We may update this privacy notice from time to time. Any changes will be posted on our website and, where appropriate, notified to individuals via email or school communications.

Effective Date

This privacy notice is effective as of 14/06/24

Grow Independent School is committed to fostering a safe and secure environment for all members of our school community. Thank you for your cooperation and understanding.