

Dear Parent/Carer,

The Beeches UK Ltd collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the organisation. This information is gathered in order to enable it to provide education accommodation and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the organisation complies with its statutory obligations.

**The categories of young people information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Medical information (such as name of GP, relevant medical conditions)
- Attendance information
- Behavioural information
- Assessment information
- Special educational needs information
- School history (such as where pupils go when they leave us)

**We use the data:**

- to support young people's learning and development
- to monitor and report on young people's progress
- to provide appropriate care across the homes and school
- to assess the quality of our services
- to comply with the law regarding data sharing
- update local authorities on attendance, progress and safeguarding concerns.

Whilst the majority of young people information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Requests to see your young person's information must be made in writing; which includes email, and be addressed to the Head of Education if requesting school information or Service Manager if requesting residential information. If the initial request does not clearly identify the information required, then further enquiries will be made. For further information please see our Data protection policy which is available on request from the homes or on the school website.

If you have any questions regarding the data we use and collect in school, please email Kathryn Black, Head of Education: [kathryn@beechesuk.co.uk](mailto:kathryn@beechesuk.co.uk). In relation to residential information please contact Lyana Sinclair-Russell, Service Manager - [Lyana@beechesuk.co.uk](mailto:Lyana@beechesuk.co.uk)

Kind regards

Lyana Sinclair-Russell  
Service Manager