



Privacy Notice for those applying to St Elizabeth's Centre and their families

This Privacy Notice sets out how the Admissions Team at St Elizabeth's Centre uses the personal data of those applying to join one or more of the services provided by St Elizabeth's Centre, comprising our School, Sixth Form, College, Children's Home, Supported Living or Day Opportunities, where we are controllers or processors of their data.

This notice explains how St Elizabeth's Centre ('we' 'us' 'the Charity' 'St Elizabeth's') uses your personal data. Personal data means information about you or which relates to you in some way.

Our Contact details

St Elizabeth's Centre
Perry Green
Much Hadham
Hertfordshire
SG10 6EW
Tel: 01279 843451

St Elizabeth's Centre is the Controller for the purposes of data protection law.

The Data Protection Officer for St Elizabeth's Centre is Mike Bibby
(dpo@stelizabeths.org.uk / 01279 844205).

Collecting information

We collect information about you from you, or your parents or guardians, as part of our admissions process. We may get some information about you from your last school or college, from the local authority or from health professionals involved in your care. If you do gain a place at St Elizabeth's we may record other information about you because you are accessing our services so that we can look after you, help you to learn and record your progress, or support you with everyday living. We have a separate Privacy Notice explaining how we control and process data about our service users.

Most of the information we ask for is necessary, and often we are required by law to collect it. You may not be able to join us if it is not provided. If there is a choice about whether to give us information or not, then we will tell you that it is optional.

The type of Personal Information we may collect about applicants

- personal identifiers and contacts (such as name, date of birth, contact details and address)
- characteristics (such as free school meal eligibility, ethnicity, language, nationality, country of birth, religion, gender identity, sexual orientation)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical information (such as NHS number, mental capacity assessments, seizures and interventions, doctors' information, diagnosis of conditions, general health, dental health, allergies, medication and dietary requirements,

- personal care, therapy requirements, therapy support plans)
- any previous schools attended, including any exclusions
- assessment and attainment (how well you have performed at a previous school or college)
- information about your behaviour, including any previous safeguarding concerns
- risk assessments
- deprivation of Liberty paperwork, if relevant
- financial information about your benefit entitlements
- funding arrangements for your placement
- emergency contacts, and next of kin
- social activities
- personal care details
- photographs or video footage

We also collect personal information about the parents or guardians, or other relatives, of our applicants (such as name, contact details, relationship to service user).

Why we collect and use information about you

The information we hold on children and adults who apply for a place at St Elizabeth's is used to assess their suitability for a placement. Holding all relevant information enables us to determine whether we can meet the needs of applicants.

Both the information we receive from other people or organisations and the information generated by our staff will be used with your funding authority/authorities, as part of the process to secure financial support for the placement with us.

We will also collect some information on parents or carers and on other members of your family, where it is pertinent to the application. For example, the family's medical history may be kept, where it relates to your young person's health. This is very helpful to us in assessing your application; if you do not want this information kept, please tell us this immediately.

Source of the personal data

In order to assess applicants effectively it is essential that we have all relevant information. This may involve obtaining information from the following sources:

- The young person or adult;
- Parents, family, advocate and friends of the young person or adult;
- The funding authority/authorities;
- The referring authority;
- Former placement providers, such as previous residential placements or schools attended;
- Local service providers, such as your young person's school, therapists and CAMHS team;
- Health providers including both primary and secondary care; and
- The individuals or organisations whose contact details you have given on our application form.

The personal data will also have been generated by our staff team (for example reports and correspondence). The records generated by our staff team will often be multidisciplinary and may involve staff from Education, Health, or Residential services (Children's Home or Supported Living).

Why we regularly share data

We may share data as outlined below; for all other disclosures of information, we will ask for consent on an individual basis unless the law and our policies allow us to do so.

Routine sharing

So that we can assess whether the placement is appropriate and secure funding for it, we will routinely disclose correspondence, reports and information with:

- The individuals or organisations whose contact details you have provided on our application form;
- Your Social Worker;
- All professionals involved in funding the placement, which may include Local Authorities, Social Care and Health Commissioners;
- Local service providers such as your school, GP Surgery, Hospital, and therapists;
- Other Health professionals involved with your care including your GP, any local consultants and, if appropriate, the Patient's Child & Adolescent Mental Health Services team;
- Individuals who have parental authority, such as parents, guardians or carers. (Both parents will be given information unless we have been informed that parental responsibility rests solely with one.)

We share this information to help us construct a comprehensive understanding of your needs and development, and so that all parties involved in your care and treatment are aware of your development and assessment whilst your application progresses through our admissions process.

Inspections

We are subject to a number of regulatory standards, such as the CQC, Ofsted, etc. and may therefore allow our records to be inspected to ensure that we are meeting the necessary standards. Inspectors will be given access to records but only provided with copies in exceptional circumstances, for example, if a safeguarding concern is identified.

Legal Basis

Under the General Data Protection Regulation (GDPR), article 6, the lawful bases we rely on for processing this information are:

Legal obligation

We use this when we have to use your personal data to comply with a legal obligation. When we are legally obliged to share certain information, we will not seek your consent to do so. Examples of these situations include when we may need to use information about those who join us to complete mental capacity assessments under the Mental

Capacity Act 2005, and occasions when we have safeguarding concerns which must be disclosed to the relevant organisations and individuals, such as the Local Authority, assigned social worker and possibly the police.

Legitimate Interests

This is used when we have established that we have a legitimate interest in using your personal data and we have balanced our interest against your interests. We use this for some photographs and videos (see photograph policy for further details).

Consent

This is used when we ask you or your parent, guardian or other appointed person for consent.

Public interest

We use this when we are using your personal data to provide disability support or help keep you safe.

We may collect some information about you that is special category data. This covers the information we have about your health. This information is sensitive so we must have another legal basis for using it under article 9 of the GDPR. We use substantial public interest for this. The substantial public interest is:

1. support for individuals with a particular disability or medical condition
2. safeguarding of children and of individuals at risk.

Storing your personal data

We hold your data securely for the set amount of time shown in our Records Retention Policy, which gives more information about how long we keep information about you.

How we store your personal data

Your information is stored securely on both local servers and cloud-based systems. All access is restricted to authorised users with username and password authentication.

Use of Processors

We use processors to process some information on our behalf. Processors have a contract with us and must follow our instructions and keep your information secure as required under the DPA 2018 and UK GDPR. If you wish to know who our current data processors are please contact the DPO using the details provided.

Your data protection rights

You have the following rights in relation to your personal information:

Right of access

You have the right to ask for a copy of the personal information which we have about you. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-of-access/>. To make a request for your or your child's personal information, please contact dpo@stelizabeths.org.uk.

Right of rectification

You have the right to rectification. This means that you can ask us to correct the personal information we have about you. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-corrected/>

Right of Erasure

You have the right to erasure also often referred to as the 'right to be forgotten'. This is the right to have your personal information deleted. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/>

Right to object to processing

You have the right to object to what we do with your personal information. You can find out more here: <https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/>

Right to portability

This right only applies if we are using your personal data and the legal basis for us doing so is either consent or performance of a contract with you as an individual. This means that most of the time it will not be relevant. In certain circumstances, it means that you can ask us to transfer your personal data to another organisation. This only applies where you have provided the personal data to us and we hold it electronically. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-to-data-portability/>

Right to withdraw your consent

We do not normally use your personal data on the basis of consent but where we do you may withdraw your consent. In cases where your right to withdraw consent is not relevant, you could use your right to object instead.

You can find out more here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/consent/how-should-we-obtain-record-and-manage-consent/#how6>

To use any of your rights, please contact us by emailing dpo@stelizabeths.org.uk, telephoning 01279 844205, or speaking to Mike Bibby.

We will normally be under an obligation to respond to you within one month, although we are sometimes permitted to extend the deadline.

Transfers of Personal data

We don't routinely transfer personal data overseas but when this is necessary we ensure that we have appropriate safeguards in place.

How to complain

If at any time you have a complaint about what we do with your personal data, then you can complain to us by contacting the Data Protection Compliance Officer for St Elizabeth's Centre:

Mike Bibby (dpo@stelizabeths.org.uk / 01279 844205)

or you can complain directly to the Information Commissioner's Office:

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

Telephone: 0303 123 1113

Approved by the Board of Trustees 11 March 2025