



BCL School Attendance Team  
*Experts In Pupil Welfare*

Last Updated: July 2024

# Privacy Notice

 0333 042 8144

 [info@bcl-attendance.co.uk](mailto:info@bcl-attendance.co.uk)

 [www.attendance.education](http://www.attendance.education)



## **Privacy Notice - General**

BCL School Attendance Team Limited is strongly committed to protecting personal data. This privacy notice describes why and how we collect and use personal data and provides information about individuals' rights.

Personal data is any information relating to an identified or identifiable living person. BCL School Attendance Team Limited processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and processing personal data, our policy is to be transparent about why and how we process personal data.

### **Collection of Personal Data**

The personal data that we collect differs according to the requirements of the different services that we provide. This ranges from basic information such as names and email addresses to more specific special category data when this is required to deliver a service, such as statutory assessments or HR services. Details of the data collected and processed is available on request from the Data Protection Officer by emailing: [dpo@bcl-attendance.co.uk](mailto:dpo@bcl-attendance.co.uk)

#### **1. From the General Public/Visitors to our website**

We collect personal data when an individual gets in touch with us with a question, complaint, comment, or feedback. In these cases, the individual is in control of the personal data shared with us and we will only use the data for the purpose of responding to the communication.

#### **2. From our clients**

Where we need to process personal data provided to us from our clients in order to provide our services, we ask our clients to provide the necessary information to the data subjects concerned regarding the process.

#### **3. From our suppliers**

We collect and process personal data about our suppliers in order to receive services from our suppliers and, where relevant, to provide services to our clients.



## Use of Personal Data

We use personal data for the following purposes:

- **To provide services to our clients.**
- **To administer, manage and develop our services;**  
We process personal data in order to run our business, including:
  - managing our relationship with clients;
  - developing our businesses and services (such as identifying client needs and improvements in service delivery);
  - maintaining and using IT systems;
  - hosting of events; and
  - administering and managing our website and systems and applications.
- **Security, quality and risk management activities**  
We have security measures in place to protect our and our clients' information (including personal data), which involve detecting, investigating and resolving security threats. Personal data may be processed as part of the security monitoring that we undertake.

## The legal reasons for processing Personal Data

We process personal data in line with legislation. Article 6 of the GDPR sets out the legal bases for processing personal data. We rely on the following reasons:

(a) Consent: the individual has given BCL School Attendance Team Limited clear consent to process their personal data for a specific purpose. If the main legal basis for us processing your data is that you have given us consent, you are able to remove your consent. You can do this by contacting [dpo@bcl-attendance.co.uk](mailto:dpo@bcl-attendance.co.uk)

(b) Contract: the processing is necessary for a contract we have with a member of staff / organisation.

(c) Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).

(d) Legitimate interests: where we use your information to achieve a legitimate interest and our reasons for using it outweigh any prejudice to your data protection rights.

The legal bases for processing **Special Category Data** are set out in Article 9 of the GDPR. We rely on the following bases:

(a) the individual has given explicit consent to the processing of those personal data for one or more specified purposes.



(b) the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of BCL School Attendance Team Limited or of the individual in the field of employment and social security and social protection law.

### **Storing Personal Data**

Your information is securely stored.

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected.

Personal data may be held for longer periods where extended retention periods are required by law and/or in order to establish, exercise or defend our legal rights.

Data is securely disposed of at the end of its retention period.

### **Who we share Personal Data with**

Within BCL School Attendance Team Limited, personal data may be shared between colleagues who legitimately need the information to carry out their duties. The amount of personal data shared within BCL School Attendance Team Limited will be no more than is reasonably necessary.

BCL School Attendance Team Limited will not share personal data with any third parties unless the law and our policies allow us to.

### **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. To make a request for your personal information, contact BCL School Attendance Team Limited's Data Protection Officer.

**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 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.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the

Information Commissioner's Office:  
Helpline number: 0303 123 1113

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

### **BCL School Attendance Team Limited's DPO Contact**

If you would like to discuss anything in this privacy notice, please contact BCL Consultancy's Data Protection Officer at [dpo@bcl-attendance.co.uk](mailto:dpo@bcl-attendance.co.uk)

