

# Proximity Schools Privacy Policy

Proximity Schools is part of Proximity Church ([www.proximitychurch.co.uk](http://www.proximitychurch.co.uk) and [www.proximitieschools.co.uk](http://www.proximitieschools.co.uk)). This privacy policy will explain how our organization uses the personal data we collect from you when you use any services provided by Proximity Schools. In this document, the terms 'Company', 'Our', 'Us', 'We' refers to Proximity Church.

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## The services we offer

Proximity Schools partner with and provide its services to The Ortu Federation ([www.ortu.org](http://www.ortu.org)). The services We offer are listed below and the data We collect for each service and how We process that information can also be found in this document.

- Student Mentoring
- MADE Course
- GCSE Tuition (Maths and English)
- Primary School Reading Support

## What data do we collect, how do we collect the data and how do we use the data?

The information we collect for each service we offer is listed below.

### **Student Mentoring**

Student mentoring is available for secondary school students in the Ortu Federation. The personal identification information (PII) We collect includes the referred students first name and surname, the school they attend, their year group at the time of referral and a written reason for referral. We collect this data from school staff through either a digital or printed referral form. Staff sends completed forms electronically to Proximity Schools staff email addresses or handed to a Proximity Schools Staff member. We use the data to print a student's timetable obtained from SIMS .net, so we know which classrooms to locate a student within the school day. Only the assigned mentor keeps on their person a student's timetable. Their reason for referral and school year helps Us to better support a student during mentoring. These details are then stored electronically on Our web-based intranet website. Hard copies of forms are stored in Our locked cabinet. Notes are written by the mentor at the end of each mentoring session, for safeguarding and monitoring, on Our intranet. We monitor how many times we offer prayer to students and if a disclosure was made during each session. In the event of a safeguarding concern, we will let the relevant parties know. Concerns are logged on MyConcern, Our intranet and verbally to school pastoral staff and any other relevant people or organisations. From time to time, we monitor student's wellbeing using The Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS). The results of these are stored on Our intranet.

## **MADE Course**

The MADE Course is offered for a small group of students in year 9 from the Ortu Federation. The personal identification information (PII) we collect includes the referred students first name and surname, the school they attend, their gender, their ethnicity, pupil premium status and reasons for referral onto the course. We collect the first name and surname, relationship to the child and telephone number and or email address of the primary parent or carer. We collect this data from school staff through either a digital or printed referral form. Staff sends completed forms electronically to Proximity Schools staff email addresses or handed to a Proximity Schools Staff member. Their reason for referral helps us to decide if the student will be a suitable candidate for the course and to formulate suitable lesson plans. Any details we have of students that are not accepted for the course are deleted or shredded/recycled. We also provide a consent form to the parent / carer of the child accepted for MADE. On this form we collect the student's name, date of birth, two emergency contacts names, their relationship to the child, address and telephone number, medical conditions, and permissions for photography and videography for various uses including social media, internal celebrations, and printed material. We use this to ensure we can appropriately cater for and safeguard each child. Both forms are stored in Our locked filing cabinet or kept by the MADE Course leader on their person. In the event of a safeguarding concern, we will let the relevant parties know, by logging to MyConcern, emails or verbal communications to school pastoral teams and any other relevant people or organisations. Throughout the course, we take photographs and videos on a dedicated camera, and these files are stored on a dedicated memory card, and Proximity Schools password protected laptops. We create videos to show at the end of course celebration or to prospective MADE course students and upload the video to our social media accounts. We only upload where we have parental consent, which is obtained on the parent consent form. We use video editing software installed on Proximity Schools laptops and do not upload videos or images to a web-based video editing services. We monitor student's wellbeing using The Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS) completed by the student on weeks 1, 5 and 10. The following data, of that mentioned above, is also stored on the MADE National online website (owned and hosted by Us) for insight of course impact – students first name and surname initial only, school, gender, free school meals status, ethnicity, reason for referral and WEMWBS results. All this data is anonymised and encrypted in the database.

## **GCSE Tuition**

We teach Maths and English at GCSE level to year 10 and 11 students referred to Us by Ortu staff. We print copies of student's timetables obtained from SIMS .net and is kept by Us so we know which lessons students are in if we need to find them during the school day. Timetables are recycled or shredded when they are no longer needed if the student is not receiving tuition. We will log students' attendance, learning achievements and goals to monitor impact and performance. We will send attendance records to attendance teams at the relevant schools.

## **Primary School Reading Support**

We support KS1 primary school students with their reading. Students are referred to Us by Ortu staff via email. We meet with the students in their primary school on set days and times. We will log students' attendance, learning achievements and goals to monitor impact and performance. This data will be shared back to Ortu staff for monitoring and accountability.

## **Website**

When you use our website [www.proximitychurch.co.uk](http://www.proximitychurch.co.uk) we collect data via your browser's cookies. We may collect data via Google Analytics or other websites to monitor and improve our website.

## **How do we store your data?**

We securely store your data at the following locations, and these can only be accessed by Proximity Schools staff.

1. Company issued PCs are password protected.
2. Our web-based intranet is accessed by individual staff using their own username and password, over a secure connection (HTTPS) and data is encrypted when it is stored in the database.
3. A dedicated camera and memory card.
4. Locked filing cabinets at Ortu Hassenbrook.
5. On the person of a Proximity Schools staff member.
6. Email accounts of Proximity Schools staff.

We will keep your data for 30 days or as long as is necessary for the work we offer to a student. Once this time has expired or we no longer see the student, we will delete your data by shredding physical forms or shredding digital files. We keep records of mentoring sessions for longer, if we are approached by other organisations concerned by the welfare of a child, and need to provide evidence of our support with that child.

### What are your data protection rights?

We would like to make sure you are fully aware of all your data protection rights. Every person is entitled to the following:

The right to access – You have the right to request from Us copies of your personal data. We may charge you a small fee for this service and will provide this within 28 days of the request. This will be provided in an easy to read, accessible format.

The right to rectification – You have the right to request that We correct any information you believe is inaccurate. You also have the right to request for Us to complete the information you believe is incomplete.

The right to erasure – You have the right to request that We erase your personal data, under certain conditions. For students who are met for mentoring, the request must come from the student where they are 13 years of age or older.

The right to restrict processing – You have the right to request that We restrict the processing of your personal data, under certain conditions, except for where a safeguarding concern is present.

The right to object to processing – You have the right to object to Us processing your personal data, under certain conditions, except where a safeguarding concern is present.

The right to data portability – You have the right to request that We transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please use the contact details below.

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### How do we use cookies?

We use cookies to improve your experience on our website, [proximityschools.co.uk](http://proximityschools.co.uk), by understanding how you use our website.

### What types of cookies do we use?

We may use Google Analytics or other website monitoring services supplied cookies to monitor website activity.

### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## Privacy policies of other websites

Our websites may contain links to other websites. Our privacy policy applies only to our websites, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

Proximity Church keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 18 October 2021.

## How to contact us

If you have any questions about Our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@proximityschools.co.uk](mailto:info@proximityschools.co.uk)

Or write to us at: Proximity Church, 217 Southend Road, Stanford-le-Hope, SS17 7AB