



Data Protection and Privacy Policy Statement (Fair Processing Notice) 2025-2026

Information about you - Privacy Notice to Users Parents/Carers and Agencies:

We have a duty to inform you of how we use information that we might be given, that you tell us, or we discover that is about you. This information is used to help us help you, to help us keep you and others safe and for us to understand how best to talk to you and support you. We will always keep this information safe, only tell people about you if we think they should know and when it is safe to do so tell you about it first.

We have a duty in law to keep your information safe e.g., keep it securely /locked away and treat it confidentially (not talk about you outside). The sections below set out how we will look after information about you and how we are able to use it and why.

1. The Organisation

Future Roots collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Lead for Data Protection Julie Plumley – Director of Future Roots.

The personal information we collect and use Information collected by us in the course of providing our services to you e.g., our Farm, Land and Educational programmes. We collect the following personal information when you, your parents or carers, school or local authority provide it to us:

- Personal information (such as name, contact details, language, nationality, and country of birth)
- Special category characteristics e.g., Ethnicity, Special educational needs (SEN) information, Relevant medical information, Social Services Reports
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results and Personalised Curriculum results.

2. We also obtain personal information from other sources as follows:

- Personal information, special category information, assessment results and SEN information from schools that you previously attended
- Service support and involvement information from Dorset Council teams working to improve outcomes for children and young people (such as SEND, Early Help, Free School Meals, Admissions).

3. How we use your personal information We use your personal information to:

- Make sure we can properly safeguard children and young people
- Support your experiences here, work and learning at the Farm and with Future Roots
- Monitor and report on your progress
- Moderate assessments and judgements we might need to make
- Provide appropriate mentoring and support services
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support us help to decide what to do after you leave a programme at Future Roots.
- Support or improve our Farm and Land based programmes or educational provision
- Ensure no children are missing education and work with schools to address this

4. How long your personal data will be kept:

We will hold your personal information securely and retain it from child/young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

5. Reasons we can collect and use your personal information:

We collect and use information in line with the Data Protection regulations GDPR Data Protection Act 2018 under section 537A of the Education Act 1996 and section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

6. Who we share your personal information with

- Department for Education (DfE) if applicable and other government agencies and local authorities as required.
- Dorset or other LA Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Schools or colleges that you may attend after leaving us
- Local multi-agency forums which provide SEND advice, support, and guidance.
- Partner organisations where necessary, which may include Police, school nurses, doctors and mental health workers and NHS Foundation Trusts

- We will share personal information with law enforcement or other authorities if required by applicable law.

6. Your Rights Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests).
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing communications or information.
- Make a complaint to the Information Commissioners Office (see section 9.)
- Withdraw consent (if applicable)

7. Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you. For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation. If you would like to exercise a right, please contact Julie Plumley, Director of Future Roots at office@futureroots.net

8. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. Data is locked securely or stored electronically on our own servers. All our ICT is password protected.

We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

9. Sharing Data Securely and Appropriately:

Future Roots is committed to ensuring and data is managed in a safe and secure way and is only shared where there is consent and a legitimate business reason to do so.

Personal details that clearly identify an individual or individuals will only be sent by secure means – usually and agreed secure e mail platform.

Future Roots will only share data where there is contractual or commissioning agreement in place and the data is relevant to the fulfilment of the arrangements. However, if there is any uncertainty about the authenticity of a request or authority of the requestor no data will be released without confirmation of the reason for the request and authority the recipient. If there is any doubt then the Data Protection Officer must be consulted before any data release.

Where there are contractual arrangements in place FR will ensure there is a named officer or individual within the contacting organisation (School, Local Authority etc.) who has the authority to receive the information being shared. Future Roots will wherever possible, hold a list of:

Named officers in the local authority /referring agency.

Authorised recipients of data

Relevant data requests within the parameters of any contract or commissioning arrangement.

Data requests outside of the parameters of a contract or a commissioning agreement will not be fulfilled without the authority and confirmation of the reason for the request and the legitimate business reasons. Such requests must be referred to Review and Evaluation Manager or Director.

Safeguarding matters are outside the scope of this section and are covered by the Pan Dorset Partnership Safeguarding agreements regarding data sharing and where the sharing of data and any other information is necessary to safeguard a child or children.

10. Who to Contact and Where to go for Further Information:

Please contact Future Roots at office@futereroots.net to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for. The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113