



Avenue
CENTRE FOR EDUCATION

PRIVACY NOTICE

2022 – 2025

Author:	Luton Borough Council
Date Updated:	May 2022
Approval Level:	Senior Leadership Team
SLT Review Date:	13 th July 2022
Review Cycle:	Three Years
Next Review Date:	July 2025

The Avenue Centre is committed to protecting your privacy when you give us your personal data and that of your child, this notice complies with the Data Protection Act 2018. We have a Data Protection Officer who makes sure we respect your rights and follow the law.

If you have any concerns or questions about how we look after your personal information, please contact the Business Manager at businessmanager@avenuecentre.co.uk If you want more information about how we keep your data safe please see our main privacy statement on our website.

Data Controller	Headteacher
Data Protection Officer	Kat Barker dataprotection@luton.gov.uk
Personal Data	Eg Name; Address; medical details; ethnicity
Purpose for using it	Eg to support your child's learning and pastoral needs To provide access to school meals
Lawful basis	To carry out the performance of a public task and in the public interest of providing education.
Who we share it with	<ul style="list-style-type: none"> • Luton Borough Council • schools that the pupils attend after leaving us • the Department for Education (DfE) • NHS • School Nurses • School Cash Office (For dinner money payments and trip payments) • Public Health
Why we share it with them	Statutory returns for government reporting Educational support eg SENCO or educational psychologist [if needed] Provision of school meals To safeguard children [if needed]
Any automated decision making	None
Transfer of data to a non-EU country	None
How long we keep it for	We have a data retention policy that determines how long we keep data. All data is securely disposed once it passes this date.
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong. These are not absolute rights but in all circumstances we will explain our decision making in writing to you.