



Privacy Policy

This policy outlines how we collect, store and use your information in order to deliver Just Begin services.

The information we collect about you

You can access most of the pages on our website without giving us your personal information. However, you may choose to provide us with your personal information on some pages of our website. For example, Just Begin collects personal information about you when you fill out any contact or enquiry form and when you book on to an activity through our website. Our marketing systems record information such as your contact details, your responses to interactions with us and with marketing emails. They also record your preferences and services that you are interested in.

When you visit our website, our server will automatically record your IP address and the time and duration of your visit.

We may also collect or generate personal data about you in connection with our work for you such as records of learning activities. This information may include:

- your name
- contact details such as postal address, email address and telephone number
- your school or business name
- gender
- age
- details of any communication preferences
- educational history including records of achievement
- history of professional involvement such as copies of educational health care plans
- financial information relating to services purchased

We may also collect some special category data which is more sensitive and private such as:

- race or ethnic origin
- health information such as medical conditions or allergen information

By submitting your personal information, you consent to our use of the information as set out in this privacy notice. By doing so, you are also giving us permission to enter your details into our systems on your behalf.

The purpose and legal basis for processing your personal data

We must ensure that we have a lawful basis to collect and use your information. Just Begin collects and uses your information on the basis of:

- compliance with a legal obligation as required by UK or EU law to process for a specific purpose
- performance of a contract for the supply of goods or services
- with your consent, where there is documented evidence of that consent
- pursuit of a legitimate interest, of Just Begin or a third party

We process your information to:

- measure and improve the performance of our website
- allow us to be able to communicate and provide services and benefits appropriate to your needs
- deliver the service you requested and to monitor and improve our performance in delivering this service
- provide services for children who are missing education or to provide additional support services for schools and report on the activities to the school or interested organisation
- complete statutory returns to local authority
- ensure that we meet our legal obligations
- improve the efficiency of our services and plan future services
- defend legal claims
- meet employment obligations
- assess the working capacity of an employee

As far as is reasonable and practicable we will ensure that your information is accurate and kept up to date.

The processing of your personal data may also be necessary for compliance with our legal and professional obligations to third parties. This includes for example, our professional and contractual duties to the courts and our obligations to regulators, for example reporting data breaches to the Information Commissioner's Office (ICO).

How we collect your data

Information we collect about you is primarily provided directly by you to us. In some instances, data about you may be provided by:

- another individual, such as a parent, carer or guardian
- professional organisations such as schools, local authority or other training providers

Who we may share your data with

Where necessary and in the interests of the purposes outlined in this policy, we may share your information with the following third parties:

- schools
- training providers
- local authority, particularly in order to report on the participants of activities funded by them
- courts and tribunals

We will not share your information with third parties for marketing purposes.

How long we will keep your data

We will retain your data as long as necessary in pursuit of our legitimate interests, which will differ in each case. After this, information will be securely destroyed.

Where your information is held

All information held in hard copy format is stored securely at our registered business address.

We also use cloud storage which is password protected and only accessible by Just Begin staff.

Your rights over your data and queries on how we use your information

You have several rights regarding the information Just Begin holds about you:

Access - you have the right to ask us for copies of your personal information.

Rectification - you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Erasure - you have the right to ask us to erase your personal information in certain circumstances.

Restriction of processing - you have the right to ask us to restrict the processing of your information in certain circumstances.

Object to processing - you have the right to object to the processing of your personal data in certain circumstances.

Data portability - you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

Automated decisions and profiling – you have the right to prevent your information being processed and decisions being made about you solely by automated means (without any human involvement)

Consent - where we have asked for your consent to process your personal data, you have the right to withdraw that consent at any time.

Other websites

Our Just Begin website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their privacy policies.

Changes to our privacy policy

Just Begin keeps its privacy policy under annual review. Any updates will be placed on our main website: www.justbegin.co.uk

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email – kirsty.wilson@justbegin.co.uk