

PRIVACY NOTICE

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Executive Board

Approved by (Name, date, signature)



Executive Board, 28 January 2026
Executive Board Chair, David Kreyling
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POLICY FOR GENERAL PRIVACY

This Privacy Notice is issued by the Omnia Foundation an independent special school and education provider (“we”, “us”, “our”). We are the data controller for the personal information we process, meaning we are legally responsible for how and why personal data is used.

Registered office: Omnia Foundation, Lower Barn Farm, London Road, Rayleigh, Essex SS6 9ET

Mission

We believe in investing in people. As professionals in the teaching and training professions, we strive to provide a better future for the children, young people and home settings we work with. Success for us means unleashing the potential of each individual so they can grow, develop and reach the potential of which they are capable. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We strive to plant a seed of kindness and compassion in a generation that will produce resilience and hope and enable them to aspire and achieve productive and fulfilled lives. Our success is measured in the lives we changed.

At the Omnia Foundation, we create a secure and safe environment that encourages communication, self-belief, mutual respect and success. We provide a rich and balanced curriculum that develops every child, allowing them to achieve their true potential.

Our Commitment to Privacy:

We respect the privacy of our pupils, parents/carers, staff, professionals and visitors. We are committed to protecting personal information and to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related legislation.

This Privacy Notice explains how we collect, use, share and protect personal information, and outlines the rights you have in relation to that information.

This policy should be read in conjunction with Data Protection Policy, Privacy Notice for Adults in the Home Setting, Data Management and Retention Policy, Access Request Policy and the Data Breach Policy.

Data Protection Officer (DPO)

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection law.

Data Protection Officer: Fiona Grocock

Email: f.grocock@omniafoundation.co.uk

The DPO can be contacted for any queries, concerns, or requests relating to personal data.

What is Personal Information?

Personal data means any information relating to an identified or identifiable living individual. This includes, but is not limited to:

- Names, addresses and contact details
- Dates of birth
- Online identifiers and IP addresses
- Location data
- Education records

What are Special Categories of Information?

This is personal information that needs more protection due to its sensitivity. This information is likely to include:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric information
- Information relating to safeguarding or criminal allegations

How do we limit the use of personal information?

We use personal information to work effectively in outreach with our students/service users; but wherever possible, the information that we process will be anonymised, pseudonymised or depersonalised. This means the information can no longer identify a person.

When using personal information for research purposes, the information will be anonymised/ pseudonymised to avoid the identification of a person, unless you have agreed that your personal information can be used for the research project. We do not sell personal information to any other organisation for the purposes of selling products.

Why do we use personal information?

We use personal data to:

- Provide education, mentoring and therapeutic support
- Safeguard children and young people
- Support pupil wellbeing and development
- Meet statutory duties (including reporting to the Department for Education)
- Manage admissions, attendance and exclusions
- Communicate with parents/carers and professionals
- Manage staff, volunteers and contractors
- Ensure the health, safety and security of pupils and staff

Lawful Basis for Processing

Under UK GDPR, we must have a lawful basis for processing personal data. The lawful bases we rely on include:

Article 6 UK GDPR

- Legal obligation – where we are required to process data by law (e.g. safeguarding, census returns)
- Public task – where processing is necessary to perform our public function as an education provider
- Vital interests – to protect life or prevent serious harm
- Contract – where processing is necessary to fulfil a contract (e.g. employment)
- Consent – where required for specific purposes (e.g. photographs, marketing)

Article 9 UK GDPR (Special Category Data)

- Where special category data is processed, we rely on one or more of the following:
- Education and safeguarding of children and individuals at risk
- Substantial public interest (Schedule 1, Data Protection Act 2018)
- Health or social care purposes
- Vital interests where consent cannot be obtained
- Consent is not the primary lawful basis for most educational and safeguarding processing.

Children's Personal Data

We recognise that children require special protection when their personal data is processed. We:

- Only collect information that is necessary
- Apply enhanced security and access controls
- Share information strictly on a need-to-know basis
- Provide information to parents/carers and pupils in a clear and transparent way

Your Data Protection Rights

The law provides you with a number of rights to control the processing of your personal information:

You have the following rights under data protection law:

Access

You have the right to request a copy of the personal data we hold about you.

Rectification

You can ask us to correct inaccurate or incomplete information.

Erasure

In certain circumstances, you can ask us to delete personal data, where there is no legal reason for us to retain it.

Restriction

You can ask us to restrict the processing of your personal data in specific situations.

Objection

You may object to processing where we rely on public task or legitimate interests, unless we have compelling grounds.

Withdrawal of Consent

Where consent is used, you may withdraw it at any time.

Some rights may be limited where processing is required by law or for safeguarding purposes.

Requests should be made to: admin@omniafoundation.co.uk

Automated Decision-Making

We do not use automated decision-making or profiling that produces legal or similarly significant effects on individuals.

Who will we share your personal information with?

We may share personal data with:

- Local authorities
- The Department for Education
- Health and social care professionals
- Safeguarding agencies
- Professional advisers and service providers

All sharing is carried out lawfully and securely, supported by contracts or information-sharing agreements.

We may share information without consent where required by law or to protect a child or individual from harm.

We are required by law to share certain information with the Department for Education
<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

We are also required to share some information with Essex County Council
<https://www.essex.gov.uk/topic/privacy-and-data-protection>

If you live or attend school in Southend Borough Council area this is the link
<https://www.southend.gov.uk/privacynotice>

If you live or attend school in the Thurrock Council area this is the link
<https://www.thurrock.gov.uk/privacy>

If you live or attend school in the Suffolk Council areas this is the link
<https://www.suffolk.gov.uk/about/privacy-notice/>

How do we protect your information?

We use technical and organisational measures to protect personal data, including:

- Access controls and encryption
 - Secure storage systems
 - Staff training and awareness
 - Incident and breach management procedures
 - Regular testing and updates of systems
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International Transfers

Sometimes, for example where we receive a request to transfer student records to a new educational setting, it is necessary to send that information outside of the UK. Where personal data is transferred outside the UK we ensure appropriate safeguards are in place and where the receiving country does not have an adequacy decision, advice will be sought from the Information Commissioners Office prior to the information being sent.

How long do we keep your personal information?

Our retention schedule lists how long your information may be kept for different purposes. See our Data Management and Retention Policy.

Where can I get advice?

If you have concerns about how we use your data, please contact our DPO in the first instance.

For independent advice about information protection, privacy and information sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Website: ico.org.uk.

Cookies & Website Use

Our website uses essential and non-essential cookies. Non-essential cookies (such as analytics) are used only with consent.

For more information, please see our separate Cookie Policy.

Other people's cookies

We sometimes use videos from YouTube and feeds from other websites such as Facebook and Twitter. These websites place cookies on your device when watching or viewing these pages.

Below are links to their cookie policies:

- Google and YouTube <https://policies.google.com/technologies/cookies?hl=en-US>
- Facebook <https://en-gb.facebook.com/policies/cookies/>
- Twitter <https://help.twitter.com/en/rules-and-policies/twitter-cookies>

Turning off cookies

You can stop cookies being downloaded on to your computer or other device by selecting the appropriate settings on your browser. If you do this, however, you may not be able to use the full functionality of this website.

There is more information about how to delete or stop using cookies on [AboutCookies.org](https://aboutcookies.org). If you wish, you can also opt out of being tracked by Google Analytics.

Further guidance on the use of personal information can be found at ico.org.uk

Monitoring & Review

This policy will be monitored periodically and reviewed annually by the Executive Director with the Data Protection Officer.
