

Privacy Notice For Families and Young People



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Organisation Name: RESTA Alternative Provision

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Approved By: Sophie Caparn

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1. Who We Are

RESTA Alternative Provision (RESTA AP) provides education and support to children and young people. RESTA AP currently operates as a service within Brimstone Psychology Limited, registered with the Information Commissioner's Office (ICO) under registration number ZC086676. If you have any questions about how we use your information, or your child's information, please contact Sophie Caparn, our Data Protection Lead, at sophie@resta-ap.co.uk or +44 7718 246640.

2. What Information We Collect

We may collect information about your child, including their name, date of birth, home address, attendance records, behaviour records, educational progress, school referrals, risk assessments, and emergency contact information. We may also collect more sensitive information where relevant, such as details of an Education, Health and Care Plan (EHCP), medical conditions, allergies, medication needs, disabilities, mental health information, and safeguarding records. We collect contact details, emergency contacts and communication records from parents and carers.

3. Why We Collect It

We collect and use this information to provide safe, effective and person-centred education and support, to safeguard and promote the welfare of children and young people, and to meet our legal and statutory responsibilities, including to commissioning schools and Local Authorities.

4. Who We Share It With

We only share information where it is lawful and necessary to do so, on a need-to-know basis and in the best interests of the child. This may include commissioning schools, Local Authorities, Children's Social Care, the Police, health professionals, CAMHS, Youth Justice Services, and other safeguarding partners.

5. How We Keep It Safe

Safeguarding information is recorded securely using MyConcern, our electronic safeguarding system, with access restricted to authorised staff. Other personal information is protected through password-protected systems, secure cloud-based storage, encrypted devices, and role-based access controls, so that only those who need it can access it.

6. How Long We Keep It

We only keep information for as long as necessary, in line with statutory guidance, Department for Education guidance, and data protection law. When information is no longer needed, it is securely destroyed.

7. Your Rights

You and your child have rights under data protection law, including the right to be informed about how information is used, to access it, to ask for corrections, and in some circumstances to ask for it to be erased or for its use to be restricted. Some rights may be limited where safeguarding responsibilities apply. To exercise any of these rights, please contact Sophie Caparn using the details above.

8. Photographs and Images

We will only take photographs or videos of your child where appropriate consent has been given. Images are stored securely, used only for agreed educational or promotional purposes, and deleted when no longer needed.

9. How To Raise A Concern

If you have any concerns about how your information, or your child's information, has been handled, please contact Sophie Caparn in the first instance. If you remain unhappy, you have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or by calling 0303 123 1113.

10. **Changes To This Notice**

We may update this notice from time to time. The current version will always be available on our website.

Emergency Contacts

Emergency Services (Police, Fire or Ambulance)

999

Police (Non-Emergency)

101

Children's Social Care

Contact details for the relevant Local Authority should be used according to the child's home authority or the commissioning authority.

NSPCC Helpline

0808 800 5000

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/>

Key Safeguarding Contacts

Designated Safeguarding Lead (DSL)

Sophie Caparn

+44 7718 246640

sophie@resta-ap.co.uk

Deputy Designated Safeguarding Lead

Esther Borrett

+44 7415 240902

esther@resta-ap.co.uk

Local Authority Designated Officer (LADO)

The Designated Safeguarding Lead will contact the appropriate **Local Authority Designated Officer (LADO)** for the local authority in which the child resides or where the allegation has arisen, in accordance with local safeguarding partnership procedures.

Policy Approval

Approved by: Sophie Caparn

Position: Director of Education and Curriculum Development

Signature:

A handwritten signature in black ink, appearing to be 'SC' or a stylized version of the name Sophie Caparn.

Date Approved: August 2026

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