

Privacy notice for Children & Young People

This page tell you what information Elysium Healthcare’s schools and hospitals have about you and what it does with this information.

Who are we?

We are Elysium Healthcare and we are the people who run your school, hospital or when you stay with us. Our main office for Elysium Healthcare is at 2 Imperial Place, Maxwell Road, Borehamwood, WD6 1JN. Our schools and hospitals are run by two companies called:

Elysium Healthcare Limited (04063391)	Elysium Healthcare No.2 Limited (06244878)
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Each of these companies may use information about you and when we talk about Elysium Healthcare here, we mean these two companies.

What information do you hold about me?

We get information about you from things you tell us, or things other people tell us, like your parents, guardian, carers, doctors or nurses. We have this information so we can look after you in school, hospital or while you are staying with us. This might be things like:

- Your name and address.
- Your likes and dislikes.
- Where you’re from, what language you speak and things like that.
- Information when you begin you stay with us.
- When you’ve felt unwell and any special conditions you have that we need to know about to keep you safe.
- Information that helps us teach or care for you better.
- Photos you or others have taken.

What will we use your information?

We use the information that you and others have given us so that we can teach you and look after you.

Who do we share information with?

Sometimes we need to share information about you with other people. These are:

- People looking after you, including teachers, doctors and nurses.
- People who are paying for you to be looked after in school, hospital or while you are staying with us.
- Your parent or guardian.
- Other people who we might use to look after your information. We always do this safely.

Sometimes your school, hospital or home has to give your information to other people, such as

- The Local Authority (the organisation that introduced us all).
- The National Health Service (the people that look after your health).
- DfE (Department for Education).
- OFSTED (the inspector of your school).

We have to provide information about our pupils to the DfE. This information will, in turn, be made available for use by the relevant local authority. The DfE may also share this information with other people. Information on how they will treat your personal information: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

The DfE also has an electronic National Pupil Database (“NPD”), which contains information about pupils in schools in England. This is for research. For more about the NPD, please visit <https://www.gov.uk/government/collections/national-pupil-database>.

Once you reach the age of 13, we have to pass on certain information to the people in charge of local schools called the Local Authority.

We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you’re from and things like that. Your parents can ask us to only share your name, address and date of birth, and nothing else, by sending an email or letter to us. When you’re 13, it’s up to you to decide what information you want to share.

We have people who help us to carry out our business. We do not allow these people to use your personal information for their own purposes.

We form part of a group of companies. We may share your personal information with these companies in our group.

We are based in the UK and generally we will only hold your information in the UK. Sometimes, though, we may transfer your personal information outside Europe. If we do, you can expect a similar degree of protection in respect of your personal information.

If the school or hospital was ever sold, all of your information will be sold with your school or hospital to that new owner. This is so the school or hospital can continue to teach you and look after you.

We may also need to provide your information to people who advise us or organisations who regulate what we do.

We only give others information when you say it’s ok or it is allowed or when the law says that we have to and there is a reason that they need to have it. When your information is given to someone else, they must look after it and keep it safe.

Where do we keep the information?

We keep your information at your school or hospital. Some information is on computer and sometimes these computers are in other places being looked after by people who help us to carry out our business.

How long will we keep your information?

Usually we keep it until you are 25, but sometimes we need to keep it longer. We only keep it for as long as we need it to help us do the thing we needed it for. We have rules that tells us when to keep it and when to bin it.

Can I ask questions about my information?

Yes, you can. You can see a copy of this information and if anything is wrong or you think our use of your personal information is unfair, you can tell us and we will do something about it or correct it.

You can also ask us to remove information when it's not needed anymore, only use your information in certain ways, or tell us when you don't want your information used any more. All this is free of charge. You can ask your parent or guardian to look at our website where it gives them more information and tells them how to contact us: <https://www.elysiumhealthcare.co.uk/our-gdpr-policies/>. You can also contact our Data Protection Officer by writing to us at Elysium Healthcare, 2 Imperial Place, Maxwell Road, Borehamwood, WD6 1JN or emailing Data.Subject.Request@elysiumhealthcare.co.uk.

If you're worried about how we get and use your information, you can also speak to the head teacher at the school or unit manager, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, or you have a complaint, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat.

Would you like to know more?

If you or your parents or guardian would like to find out more information about how we collect, use and store your personal information, please visit our website <https://www.elysiumhealthcare.co.uk/our-gdpr-policies/>.

Changes to what we have said here

We may make changes to this notice from time to time. We will post any changes to our website.