Southend YMCA Community School

Privacy Notice

Approved by: The Governing Body, Headteacher & DPO	Date: September 2026
Last reviewed on:	September 2026
Next review due by:	September 2028

Privacy Notice

Southend YMCA Community School respects you and your child's privacy and is committed to complying with data protection legislation. This Privacy Notice explains how we use and protect personal information.

We have a Data Protection Officer (DPO), Andy Crow, whose role is to oversee our data protection practices. You can contact the DPO on 01702 987820.

Why we use personal information

We may need to use information to deliver services, manage services, train staff, investigate concerns, monitor quality, and support research and planning.

Legal basis

We process data based on consent, contract, statutory duties, vital interests, legal obligations, employment requirements, public task, public health, and research purposes.

Personal data and special categories

Personal data identifies a person. Special categories include health, ethnicity, beliefs, sexuality, biometrics, etc.

Use of Artificial Intelligence (AI)

Southend YMCA Community School uses AI technologies in limited and controlled ways to support teaching, learning, administration, and safeguarding, always with human oversight.

AI may support resource generation, summarising documents, feedback assistance, personalised learning, and wellbeing or safeguarding monitoring.

Personal data in AI tools

AI tools may process inputted information such as work, names, questions, and context. Special category data is not entered into public AI tools without lawful basis.

Third-party AI providers

We work with trusted providers such as Microsoft Education and Google for Education under data protection agreements. Education versions ensure data is not used to train public AI models.

Our AI standards

AI never makes automated decisions about behaviour, safeguarding, or education. DPIAs are completed for AI tools processing personal data.

Data minimisation

We anonymise or pseudonymise data where possible.

Your rights

You may access, correct, erase, restrict, or object to the use of your data. Contact the School Office on 01702 987820.

Automated decision-making

We do not make decisions solely by automated means.

Sharing information

We share information only with trusted organisations under legal agreements.

Data protection measures

We use encryption, pseudonymisation, access controls, staff training, and regular testing.

International transfers

Where data leaves the UK, additional safeguards apply.

Retention

Retention periods are defined in the School's retention schedule.

Contact details

Data Protection Complaints

If you have any concerns about how we collect, use, or handle your (or your child's) personal data, please contact us in the first instance so we can try to resolve the matter. You can make a complaint:

- By email:info@ymca.southend.sch.uk
- By phone: 01702 987820
- By post – Ticket House, 110 East Street, Southend -on-Sea, Essex SS2 6LH

ICO: Wycliffe House, Water Lane, Wilmslow, SK9 5AF – 0303 123 1113 – https://ico.org.uk