

De Beauvoir Primary School
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Head of School: Daniela Rader

Headteacher: Rebecca Mackenzie (currently on secondment)



Wednesday 12th October 2021



Dear Parents and Carers,

We are very lucky to be running a special drama programme, called 'Speech Bubbles', which is being run in partnership with Immediate Theatre. We have identified a selection of children in Beech Class and Birch Class to take part in this fantastic programme, which is running on a Wednesday afternoon for 45 mins. Speech Bubbles uses weekly storytelling and story acting sessions to help children develop their confidence and communication skills in a fun and creative way. We started the programme two weeks ago and your child is really enjoying this special opportunity. You can find out more online at www.speechbubbles.org.uk

We have also enclosed a resource pack with more information and activities to complete at home with your child. We usually invite parents to join us in an open session later on in the term so you can see Speech Bubbles in action yourself, however, we will need to review this closer to the time in line with our Covid- 19 policy.

Kind regards,

Daniela Rader
Head of School

Speech Bubbles Data Protection Information Information for Parents/Carers

Information collected for the project

To help your child get the most out of Speech Bubbles, class teachers share some information with the people who run the project. This happens using an online system which records your child's name, date of birth, gender, year group, EAL status, pupil premium status, SEN/education health care plan status and literacy levels as well as comments on communication and social skills.

Keeping information safe

There are several layers of anonymity on the Speech Bubble online monitoring system.

SCHOOL LEVEL: only school staff with the school username and password can see the full information entered on this system. They only share current data with their Speech Bubbles drama practitioner.

PARTNER LEVEL: the local delivery organisation (in this case Immediate Theatre) can see all information entered in schools they work with, apart from children's surnames. This allows them to support teachers to make sure that all assessment forms are completed.

NATIONAL LEVEL: who coordinate the project nationally can see information entered by teachers, but with no names.

Legal basis for using this information

The personal information collected is used by professionals who have a legitimate interest in using it to support children's development in Speech Bubbles sessions as well as back in the classroom.

This information is stored:

- So the Speech Bubbles drama practitioner and school staff can understand in which areas of communication children would benefit from support.
- To allow schools to produce end of year reports. These allow schools to track children's individual progress as well as the impact of the Speech Bubbles on target groups.
- To contribute to wider anonymised impact reports of the regional Speech Bubbles project.
- To contribute to wider anonymised impact reports of the national Speech Bubbles project.
- To report to and attract new funders of the Speech Bubbles project.
- To contribute to research and evaluation of the project. To allow Speech Bubbles CIO to track trends and continue to improve the project.
- To promote the project to new partner companies and schools.

Sharing information

Information that identifies the data subject is only shared with your school, the drama practitioner for your school and the local delivery organisation. Only anonymised, group data which has been turned into reports or statistics may be shared outside of school.

How long information is stored for

Information is kept on the online monitoring system for 2 years before being removed. Any data downloaded from the system will be anonymised.

Fully anonymised data will be held on secure servers until Speech Bubbles CIO ceases to run.

Rights

Everyone has rights in respect of the personal information held on them— these are set out in more detail below. If anyone wishes to exercise any of these rights or make a complaint, they can do so by contacting: lizzie@speechbubbles.org.uk or Speech Bubbles CIO, 5 Elephant Lane, London, SE16 4JD or via 020 7237 4434. They can also make a complaint to the data protection supervisory authority the Information Commissioner's Office <https://ico.org.uk/>

Access to personal information: Parents/Carers have the right to request access to a copy of the personal information that schools/Speech Bubbles Partners/Speech Bubbles CIO hold about their children, along with information on what personal information is used, why it is used, who it is shared with, how long it is kept and whether it has been used for any automated decision making. They can make a request for access free of charge. All requests should be made in writing with evidence of identity.

Right to object: Parents/carers can object to their child's personal information being processed where the project is relying on a legitimate interest. They can contact Speech Bubbles CIO as noted above, providing details of the objection.

Rectification: Parents/carers can ask for changes or completion of any inaccurate or incomplete personal information held about their children at any time.

Erasure: Parents/carers can ask for their child's personal information to be deleted where it is no longer necessary for Speech Bubbles to use it, they have withdrawn consent, or where there is no lawful basis for keeping it.

Portability: Parents/carers can ask for the personal information that is held in a structured, commonly used, electronic form, so it can be easily transferred.

Restriction: Parents/carers can ask to restrict the personal information used where they have asked for it to be erased or have objected to it being used.