

Privacy Notice - Children and Young People

How and why we use your Information

Intuitive Thinking Skills Ltd provide courses to children and young people as part of a support plan agreed by your school or local authority. To do this we need to collect and use information about you. This document explains what we collect, why we collect it and how we use it.

When we refer to “we”, “us” or “our” this means Intuitive Thinking Skills Ltd and our full details are at the bottom of this notice. When we refer to “children and young people”, “you” or “your” we mean the child, young person or the person with parental responsibility acting on their behalf.

The types and categories of information that we process include:

- personal identifiers and contacts (such as name, date of birth, contact details and address)
- characteristics (such as ethnicity, language, gender)
- safeguarding information (such as court orders and professional involvement)
- relevant specific needs to support learning and engagement
- relevant health (GP Details, medication and substance use)
- attendance (such as sessions attended, non-attendance reasons)
- assessment and course progress (TRAC)

Why we collect and use children and young peoples’ information

We collect and use information, for the following purposes:

- a) to provide and support learning
- b) to monitor and report on course progression and outcome
- c) to assess and monitor the quality of our services
- d) to keep children safe (including emergency contact details)
- e) to meet the obligations placed upon us by the Local Authority, Regulatory bodies or the law

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing children and young persons’ information are:

1. The child or young person, or if under 13 or assessed as lacking competence, the appropriate parent or guardian with parental responsibility, has consented to a referral for the course.
2. We have a contract with you to offer and provide the course
3. We have legal and regulatory obligations that we must comply with;
4. The use of your personal data is necessary for the legitimate business interests of our company

How we collect information

When you are referred by your school or local authority they provide us with your personal information. This may be by letter, email, telephone or in person and enables us to get in touch with you, the person or agency referring you must tell you they are doing this.

We collect personal information directly from you when we have contact with you which may be in person, by email, in writing or over the telephone, for example when we do a pre-course assessment with you or whilst you are sitting the course.

Sometimes we get information about you from other people or agencies involved in your support plan, again they should let you know when they are doing this.

How we store data

We hold and store all information on securely on computer databases and servers entirely within the United Kingdom. These are protected through extensive electronic, physical and managerial measures to ensure your information is kept safe and secure.

Any paper documents are scanned and saved onto a computer as above then destroyed and disposed of as confidential waste.

Who we share your information with

We share information with:

- The person or agency that has referred you
- Other people or agencies involved in your support plan
- With our contractors, professional or legal advisors for the purposes of providing services to us. These third parties are subject to confidentiality agreements and they can only use your personal data as for reasons described in this privacy notice.
- With the National Open College Network (NOCN) for the purpose of registering and awarding any qualifications achieved. This only applies to people aged 14 or over.
- Where we are required by law to disclose your personal data, for example to the police, regulatory bodies or legal advisors.

We will not share information about you with anyone for reasons other than those listed without your consent unless the law and our policies allow us to do so.

We do not undertake any direct marketing (contacting you to try to sell you things) using your personal information nor undertake any automated decision-making processes (allowing computers to make decisions about you).

How Long we keep your data for

We only retain personal data for as long as this is required for our lawful basis for having it. This is usually for up to two years since our last contact with you unless we have to do so for a different lawful purpose. If you are aged 14 or over and have achieved a qualification awarded by the National Open College Network, then we are required to retain your information for seven years.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact us

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our full company Privacy Notice can be accessed at [Policies - AKG UK](#)

Contact

If you would like to discuss anything in this privacy notice, please contact us at:

Intuitive Thinking Skills Ltd,
The Think Tank,
457 Chester Road,
Old Trafford,
Manchester,
M16 9HA

Freephone: - 0800 069 9198

Office Phone – 0161 223 1094

Email: - DPO@akguk.co.uk

Website: - www.intuitivethinkingskills.co.uk and [AKG - AKG UK](#)

Company Registration Number – 05204890.

Information Commissioners Office Registration Number - Z3591862

Privacy Notice - Children and Young People Policy & Procedure Ver: 4

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Next Review: 12 months from the above date

Internal