



Privacy Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	01.08.2026
Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2026
Date for Next Review:	01.09.2027

This privacy notice advises parents, carers, and guardians of the school's data protection responsibilities for the collection, storage, and use of personal information about students, parents and staff at the school. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights. Once your child can understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis). We will inform them of how their data is used.

Safeguarding information may be shared where necessary in accordance with the school's Child Protection and Safeguarding Policy, Keeping Children Safe in Education (KCSIE) 2026 and Working Together to Safeguard Children 2026.

Introduction

This privacy notice advises parents, carers, and guardians of the school's data protection responsibilities on the collection, storage, and use of personal information about students, parents and staff at the school. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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The personal data we hold.

Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents.
- Results of internal assessments and externally set tests.
- Student records.
- Exclusion information.
- Attendance information.
- Safeguarding information.
- Details of any support received, care packages, plans and support providers.

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs
- We may also hold data about your child that we have received from other organisations, including other schools and social services.

Why we use this data.

We use the data listed above to:

- a) Support student learning
- b) Monitor and report on student progress
- c) Provide appropriate pastoral care
- d) Protect student welfare
- e) Assess the quality of our services
- f) Administer admissions waiting lists
- g) Carry out research
- h) Comply with the law regarding data sharing

Use of your child's personal data for marketing purposes

Where you have given, us consent to do so, we may send your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our lawful basis for using this data.

Our lawful bases for processing your child's personal data for the purposes listed in above are as follows:

- For the purposes of a-h from section 3 above, in accordance with the 'public task' basis we need to process data to fulfil our statutory function as a special independent school.
- For the purposes of a-h from section 3 above, in accordance with the 'legal obligation' basis we need to process data to meet our responsibilities under law.
- For the purposes of a-h from section 3 above, in accordance with the 'consent' basis we will obtain consent from you to use your child's personal data for photographs or biometrics.
- For the purposes of a-h from section 3 above, in accordance with the 'vital interests' basis we will use this personal data in a life-or-death situation.

Collecting this data

While most of the information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

Who we share data with

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so. If required to do so, all information shared via email will be sent as an encrypted document.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about your child with:

- Relevant local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.

- Government departments or agencies.
- Our youth support services provider.
- Our regulators, [Ofsted and Independent Schools Inspectorate].
- Financial organisations.
- Our careers guidance providers.
- Our auditors.
- Survey and research organisations.
- Health authorities.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.