



## Privacy Notice: Pupils, Parents & Carers

**Applewood Learning Ltd** is committed to protecting the privacy and security of your personal information. This privacy notice explains how we collect, store, and use personal data about our pupils, their parents/carers, and our workforce.

**Applewood Learning Ltd** is the 'data controller' for the purposes of data protection law (UK GDPR and the Data Protection Act 2018).

### 1. Our Contact Details

- **Our Name:** Applewood Learning Limited
- **Our Address:** Sticklemead, Main Road, Bicknacre, Essex. CM3 4HW
- **Our Phone Number:** 07907 520710
- **Our Email:** [info@applewoodlearning.co.uk](mailto:info@applewoodlearning.co.uk)
- **Our Website:** [www.applewoodlearning.co.uk](http://www.applewoodlearning.co.uk)

#### **Data Protection Officer (DPO) Details:**

Our DPO is responsible for overseeing data protection within the provision. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO:

- **DPO Name:** Carol Brooks
- **DPO Email:** [carol.brooks@applewoodlearning.co.uk](mailto:carol.brooks@applewoodlearning.co.uk)
- **DPO Phone:** 07907 520710

### 2. The Personal Data We Collect

We collect and process a variety of personal data to support pupils, monitor their progress, provide appropriate pastoral care, and meet relevant statutory duties.

The categories of pupil information that we collect, hold, and share include:

- **Personal information:** Name, address, contact details, date of birth, and ID documentation.



- **Characteristics:** Ethnicity, language, and background information relevant to their education plan.
- **Attendance information:** Sessions attended, number of absences, and absence reasons.
- **Assessment information:** Internal assessment data, progress tracking, and external qualification results.
- **Relevant medical information:** Details of medical conditions, physical and mental health needs, and care plans.
- **Special Educational Needs (SEN) information:** Education, Health and Care Plans (EHCPs), applications for support, and details of support received.
- **Safeguarding information:** Information related to child welfare and protection.
- **Behavioural information:** Records of behaviour management.
- **Photographs and CCTV:** Images used for identification, security, and potentially for promotional materials (with explicit consent).

We also collect data on parents/carers/guardians, such as names and contact details.

### 3. Why We Collect and Use This Information (Purpose & Lawful Basis)

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a **legal obligation** (e.g., safeguarding duties).
- It is necessary for the **performance of a task carried out in the public interest** (e.g., providing education and care services arranged by a Local Authority).
- We have a **contractual obligation** with the commissioning body (e.g., a Local Authority) or staff.
- We have obtained **explicit consent** for specific purposes (e.g., using photographs for social media).



The purposes for processing pupil data include:

- To support pupil learning, monitor and report on their progress to commissioning bodies (such as the Local Authority).
- To provide pastoral care and keep children safe (safeguarding).
- To assess the quality of our services.
- To meet relevant reporting duties to the Local Authority (LA) or other commissioning bodies.

## 4. Data Sharing

We do not share information about pupils or staff with anyone outside Applewood Learning Limited without consent, unless the law permits or requires us to do so.

We may pass some of your information to the following organisations:

- **The Local Authority (LA):** The LA that commissions the pupil's place to ensure continuity of care and funding arrangements.
- **Health and Social Care professionals:** Including the NHS and Children's Services, to ensure vital interests and provide appropriate care.
- **External qualification bodies:** (e.g., exam boards) to register pupils for exams and assessments.

Data is securely transferred to these organisations via **secure email**.

## 5. Storing Your Data

We store all data securely on [Describe high-level storage location, e.g., secure servers based in the UK].

We only retain your personal data for as long as is necessary to fulfil the purposes for which it was collected and processed. We have a data retention schedule that details how long we keep each category of data. For example, pupil files are generally kept until the individual reaches the age of 25.

## 6. Your Rights Over Your Data

Under the UK GDPR, you have the following rights in relation to your personal data:

- The right to be informed (this notice helps with that).
- The right of **access** to your information (Subject Access Requests).



- The right to have your information **rectified** if it is inaccurate or incomplete.
- The right to have your information **erased** (deleted) in certain circumstances.
- The right to **restrict processing** of your information in certain circumstances.
- The right to **object** to the processing of your data.
- The right to **data portability** (moving your data to another controller in certain circumstances).
- Rights related to **automated decision making and profiling**.

If we are relying on your consent to process your data, you can withdraw that consent at any time by contacting our DPO.

To exercise any of these rights, please contact our DPO using the contact details provided above.

## 7. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data protection, please contact us in the first instance.

You can also complain to the **Information Commissioner's Office (ICO)**, the UK's data protection regulator:

- **ICO Address:** Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- **ICO Helpline:** 0303 123 1113
- **ICO Website:** [www.ico.org.uk](http://www.ico.org.uk)