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## Privacy Notice

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# Privacy Notice for Hawthorn Learning Alternative Provision

This privacy notice explains how we collect, use, store and share personal data at Hawthorn Learning Alternative Provision, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 1. Who collects this information?

Hawthorn Learning Alternative Provision is the 'data controller'. This means we are responsible for how your personal data is used.

### Contact details:

Hawthorn Learning Alternative Provision  
Heather Hill, Ipers Bridge, Holbury SO45 2HD  
[Hello@wholehumaneducation.com](mailto:Hello@wholehumaneducation.com)

## 2. What information do we collect?

We collect and process the following types of personal data:

- Name, date of birth, and contact details (students, parents/carers)
- Emergency contact information
- Records of attendance, behaviour, and academic progress
- Medical and safeguarding information
- Special educational needs and disabilities (SEND) information
- Photographs (for educational or promotional purposes, with consent where required)
- CCTV images (for security, if applicable)

## 3. Why do we collect and use personal information?

We collect and use personal data to:

- Support student learning and progress
- Provide a safe and secure environment
- Comply with legal and statutory obligations
- Monitor and report on student attainment and progress
- Communicate with parents, carers, and professionals
- Provide appropriate pastoral care
- Assess the quality of our provision

## 4. What is our lawful basis for processing data?

Under the UK GDPR, we must have a lawful basis to process your personal data. Our main lawful bases are:

- **Legal obligation** (e.g. maintaining student records as required by law)
- **Public task** (e.g. educating students in the public interest)
- **Vital interests** (e.g. protecting a child's wellbeing)
- **Consent** (e.g. using photos for promotional material, where required – you can withdraw consent at any time)

Read more about lawful bases for processing data [here](#).

## 5. Who do we share personal information with?

We may share information with:

- Schools or educational settings (for school partnerships or when students move on)
- Local authorities
- The Department for Education (DfE)
- External agencies (such as health or social care professionals)
- Third-party providers (such as IT support services), only where necessary and with appropriate safeguards

We do not share information about students or families with anyone without consent unless the law and our policies allow us to do so.

## 6. How do we store and protect your data?

Personal data is stored securely, in line with our data protection policy. Access is restricted to authorised staff only. Data is retained only for as long as is necessary and disposed of securely.

## 7. Your rights

Under data protection law, you have the right to:

- Request access to your personal data
- Ask us to correct any mistakes
- Ask us to erase personal data in certain circumstances
- Object to or restrict certain types of processing
- Complain to the Information Commissioner's Office (ICO) if you think we have not handled your data correctly

## 8. Contact us

If you have any questions about how we use your personal data, please contact:

DPO [hello@wholehumaneducation.com](mailto:hello@wholehumaneducation.com) or 07765 251107