1. Introduction

Mary Hare is committed to protecting the privacy and security of the personal information entrusted to us. This Privacy Notice explains how we collect, use, store and share personal information relating to our pupils and their parents or guardians, and explains the rights available under UK data protection law.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This notice should be read by pupils, parents and guardians. Where a pupil is considered mature enough to understand their privacy rights, they may exercise those rights themselves.

2. Who We Are

Mary Hare School, a non-maintained special school for pupils aged 5-19 is the data controller for the personal information we hold. This means that we are responsible for deciding how personal information is collected, used and protected.

School Address:
Arlington Manor
Snelsmore Common
Newbury
Berkshire
RG14 3BQ

Telephone: 01635 244200

Data Protection Officer:
Peter Robson
Email: dpo@maryhare.org.uk
Telephone: 01635 244200

If you have any questions about this notice or how we process personal information, please contact the dpo@maryhare.org.uk.

3. What Is Personal Information?

Personal information is any information that identifies a living individual, either directly or indirectly. Some of the information we process is known as "special category personal data", including information relating to health, ethnicity, religion, biometric data and special educational needs. We only process this information where there is a lawful basis and an additional condition under data protection legislation.

Examples of personal information processed by the school include:

- Names, addresses and contact details
- Dates of birth

- Educational records and attainment data
- Attendance and behaviour records
- Health and medical information
- Safeguarding information.
- Special Educational Needs information
- Photographs, video and audio recording
- Information relating to ethnicity, religion or nationality where relevant

4. How We Collect Information

The school collects personal information from a variety of sources, including:

- Parents and guardians
- Pupils
- Admission and enrolment forms
- Previous schools and educational providers
- Local authorities
- Healthcare professionals
- Social care and safeguarding agencies
- School staff
- Trustees and Governors
- Examination and awarding bodies
- External contractors, temporary workers and trainee/student teachers
- Visitors
- People who make an enquiry, request or complaint
- Charity donations

We aim to ensure that personal information is accurate, relevant and kept up to date.

5. Cookies

Our website uses cookies and similar technologies to enhance your experience, improve website functionality, and help us understand how the website is used.

Cookies are small text files stored on your device when you visit a website. Some cookies are necessary for the website to operate effectively, while others help us analyse website usage and improve our services.

We use both session cookies, which are deleted when you close your browser, and persistent cookies, which remain on your device for a specified period or until you delete them.

We use StatCounter to analyse the use of our website. StatCounter uses cookies to collect information about website usage, which helps us generate reports and improve our website. Further information can be found in StatCounter's privacy policy: https://statcounter.com/about/legal/#privacy.

Where required by law, we will obtain your consent before placing non-essential cookies on your device. You can manage or withdraw your cookie preferences at any time through your browser settings or our cookie preference tool, where available.

6. Why We Use Personal Information

We use personal information to help us run our school effectively and ensure we meet legal obligations and to:

- Provide education and learning support
- Monitor pupil progress and achievement
- Safeguard and promote pupil welfare
- Manage admissions and enrolment
- Communicate with pupils, parents and guardians
- Organise school trips and extracurricular activities
- Meet legal and regulatory obligations
- Provide pastoral and medical support
- Manage school operations and administration
- Promote the School through approved communications and publicity
- Maintain relations with former pupils and alumni

7. Lawful Bases for Processing

The school processes personal information under one or more of the following lawful bases:

- **Legal Obligation** – where processing is necessary to comply with the law.
- **Public Task** – where processing is necessary to carry out educational functions and responsibilities.
- **Vital Interests** – where processing is necessary to protect an individual's life or wellbeing.

- **Legitimate Interests** – where processing is necessary for the legitimate activities of the school and those interests are not overridden by the rights of the individual.
- **Consent** – where specific consent is required, such as for certain marketing activities or use of photographs.

Where consent is relied upon, consent may be withdrawn at any time.

8. Sharing Personal Information

Personal information will only be shared where it is necessary, proportionate and lawful to do so:

- The Department for Education (DfE)
- Local Authorities
- Healthcare professionals and NHS services
- Social care services
- Examination and awarding bodies
- Other schools, colleges and educational providers
- Professional advisers, auditors and insurers
- Regulators and government agencies
- The Police and other law enforcement authorities where required
- Third-party service providers acting on behalf of the school.

We take appropriate steps to ensure that any organisation receiving personal information maintains suitable security and confidentiality arrangements.

9. Department for Education (DfE)

The school is required by law to provide certain information about pupils to the Department for Education.

Information shared with the DfE may be used for statistical purposes, policy development, educational research and the operation of the National Pupil Database.

Further information about how the DfE processes personal information can be found on the GOV.UK website.

10. International Data Transfers

Most of the school's data is stored in the UK or the European Economic Area (EEA), however, some of our service providers may have systems that store or process personal data outside of the UK and EEA.

Where personal data is transferred internationally, we will ensure that appropriate safeguards are in place and that the transfer complies with UK data protection legislation.

11. How Long We Keep Information

The school retains personal information only for as long as necessary to fulfil the purposes for which it was collected and to meet legal, regulatory, safeguarding and operational requirements.

Retention periods vary depending on the type of information held. Details of retention periods are set out within the Record Retention Policy Schedule.

Certain information may be retained for historical, safeguarding, legal or archiving purposes where appropriate. A copy of the Record Retention Policy Schedule is available upon request.

12. Your Rights

Under the UK GDPR and Data Protection Act 2018, you have a number of rights in relation to your data which includes the right to:

- Right to be informed – to know how your personal data is collected, used and shared.
- Right of Access – request a copy of the personal data we held about them.
- Right to rectification – Request a correction of inaccurate information.
- Right to erasure – request deletion of your personal data in certain circumstances
- Right to restrict processing – Limit how we use your personal data in certain circumstances.
- Right to object to processing– Object to your data being processed for direct marketing or public interest tasks.
- Right to data portability – request your data is transferred to another organisation.
- Right to withdraw consent – where we rely on consent, you may withdraw it at any time.
- Rights relating to automated decision-making and profiling – to object to decisions made solely by automated means where applicable.
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests relating to these rights should be directed to the Data Protection Officer.

The ICO can be contacted at:
www.ico.org.uk

13. Automated Decision-Making

The school does not make decisions that have a significant effect on pupils based solely on automated processing.

Should this change, affected individuals will be informed of their rights and the safeguards that apply.

14. Child-Friendly Version

The school recognises the importance of ensuring that privacy information can be understood by children and young people.

A simplified, child-friendly version of this Privacy Notice is available upon request and may also be available through the school's website or educational resources.

15. Contacting Us

If you have any questions, concerns or requests relating to this Privacy Notice or how personal information is processed, please contact:

Peter Robson
Data Protection Officer
Mary Hare School
dpo@maryhare.org.uk
01635 244200

Website: www.maryhare.org.uk

16. Complaints

If you are unhappy with how your information has been managed and want to make a complaint, please follow the School's Complaints Procedure Policy. If you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Information Commission at www.ico.org.uk.