



Privacy Notice (How we use pupil or child information)

The categories of pupil or child information that we may collect and hold may include:

- Personal information (such as name, class and school attended)
- Characteristics (such as ethnicity, language, nationality and pupil premium eligibility)
- Medical Information
- Special educational needs information
- Behavioural Information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to provide appropriate pastoral care
- to provide appropriate medical care and specialist risk assessment
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil or child information under **Article 6**: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract **and Article 9**: where data processed is special category data.

Collecting pupil or child information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil or child information to us or if you have a choice in this.

Storing pupil or child data

We hold pupil/child data for:

- Up to and including the date of a booking for a school visit
- Up to and including the date of a booking for an activity
- Up to and including the date of a booking for a guided walk

In the case of an accident for up to:

- 3 years after your 18th birthday
- Or for the duration of a claim in progress
- Or for 40 years if a hazardous substance is involved

Who we share pupil or child information with

We routinely share pupil information with:

- teaching or activity staff internally
- freelance staff acting on behalf of Weld Enterprises Ltd
- In the case of an incident or accident this information may be passed internally to our health and safety officer and/or externally to the Health and Safety Executive and other regulatory bodies, our solicitors and members of the emergency services.

Why we share pupil or child information

We do not share information about pupils or children with anyone other than the above without consent unless the law allows us to do so. We share it for the purposes stated in 'Why we collect and use this information'.

Requesting access to your personal data

Under data protection legislation, parents and pupils or children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's records, contact gdpr@lulworth.com (also see contact address below)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

Contact

If you would like to discuss anything in this privacy notice, please contact: gdpr@lulworth.com

The Lulworth Estate Office, East Lulworth, Wareham, Dorset. BH20 5QS

Tel: 01929 400352