



HOMEBROOK WOODS

Privacy Notice (including UK GDPR Information)

Independent Special School
Ages 5–11, Autism, Speech, Language and Communication Needs (SLCN)
and Associated SEND

Document Governance

Document Title	Privacy Notice
Version	3.0
Approved By	Proprietor
Approval Date	06.07.2026
Review Date	July 2027
Policy Owner	Proprietor / Headteacher
Applies To	Pupils, parents and carers, prospective families, staff, volunteers, contractors, referring schools, Local Authorities and professionals working with Homebrook Woods

Related Policies

- Data Protection Policy
- Data Retention Schedule
- Safeguarding and Child Protection Policy
- Admissions and Placement Suitability Policy
- Complaints Policy
- Online Safety Policy
- Staff Code of Conduct

Contents

1. Introduction
 2. About Homebrook Woods
 3. Our Commitment to Protecting Personal Information
 4. Our Data Protection Principles
 5. The Information We Collect
 6. How We Collect Personal Information
 7. Why We Use Personal Information
 8. Our Lawful Basis for Processing Personal Information
 9. Sharing Personal Information
 10. Storing and Retaining Personal Information
 11. Individual Rights
 12. Contact Details and Complaints
-

1. Introduction

At Homebrook Woods, protecting personal information is an important part of protecting children.

Families, professionals and partner organisations place their trust in us by sharing personal information that helps us understand each child, make informed decisions and provide safe, effective and personalised education. We recognise that much of this information is sensitive and confidential, and we are committed to handling it with care, integrity and respect.

This Privacy Notice explains how Homebrook Woods collects, uses, stores and shares personal information, how we keep it secure and the rights individuals have under UK data protection law.

We are committed to ensuring that personal information is processed:

- lawfully, fairly and transparently;
- only for legitimate educational, safeguarding and operational purposes;
- accurately and securely;
- confidentially and respectfully; and

- in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation.

This Privacy Notice should be read alongside the school's Data Protection Policy and other related policies.

2. About Homebrook Woods

Homebrook Woods is an independent special school providing specialist education for children aged 5–11 with Special Educational Needs and Disabilities (SEND).

Working in partnership with families, Local Authorities, referring schools and other professionals, we provide personalised education within a nurturing, therapeutic environment where every child is supported to develop confidence, independence and a love of learning.

For the purposes of UK data protection legislation, Homebrook Woods is the **Data Controller**. This means we are responsible for deciding how personal information is collected, used, stored and protected.

Questions about this Privacy Notice or the school's handling of personal information should be directed to:

Homebrook Woods

Proprietor / Headteacher

Vonny Shelley

Email: vonny@homebrookwoods.co.uk

Telephone: 07706 473040

Website: www.homebrookwoods.co.uk

3. Our Commitment to Protecting Personal Information

Homebrook Woods recognises that effective education and safeguarding rely upon trust.

Parents, carers and professionals share personal information with us because they trust us to use it responsibly and in the best interests of children. We value that trust and are committed to maintaining the highest standards of confidentiality, professionalism and information security.

We will always seek to ensure that personal information is:

- collected only where necessary;
- used for clear and appropriate purposes;
- kept accurate and up to date;
- protected from loss, misuse or unauthorised access;
- accessible only to those who need it to carry out their role;
- retained only for as long as necessary; and
- disposed of securely when no longer required.

Protecting personal information is the responsibility of everyone working at or on behalf of Homebrook Woods. All staff, volunteers and contractors are expected to maintain confidentiality and comply with the school's data protection procedures at all times.

4. Our Data Protection Principles

Homebrook Woods is committed to applying the principles of UK GDPR whenever personal information is collected, used or shared.

We will be open and transparent.

We will explain why information is collected, how it will be used and who it may be shared with, ensuring individuals understand how their personal information is managed.

We will collect only what is needed.

We will collect only the information that is necessary to educate, support and safeguard children, meet our legal responsibilities and operate the school effectively.

We will keep information accurate.

We will take reasonable steps to ensure that personal information remains accurate and up to date. Parents, carers and staff are encouraged to notify us promptly if any information changes.

We will protect information.

Appropriate physical, electronic and organisational measures are in place to protect personal information from accidental loss, unauthorised access, misuse or disclosure.

We will keep information only for as long as necessary.

Information will be retained in accordance with legal requirements and the Homebrook Woods Data Retention Schedule before being securely deleted or destroyed.

We will act responsibly.

We regularly review our data protection arrangements, provide staff training and continually develop our information governance procedures to ensure that the personal information entrusted to us remains secure and is handled responsibly.

These principles underpin all decisions relating to the collection, use and protection of personal information across Homebrook Woods.

5. The Information We Collect

The personal information we collect will depend on an individual's relationship with Homebrook Woods and the support or services being provided.

We may collect and process information including:

Personal Information

- Name, address and contact details.
- Date of birth.
- Emergency contact information.
- Parent and carer details.
- Family circumstances relevant to a child's education and wellbeing.

Educational Information

- Previous educational settings.
- Attendance records.
- Assessment information.
- Progress and attainment.
- Education, Health and Care Plans (EHCPs).
- SEND information.
- Annual Review documentation.
- Behaviour and pastoral records.
- Transition information.

Health and Wellbeing Information

Where necessary we may process information relating to:

- Medical conditions.
- Allergies.
- Medication.
- Healthcare plans.
- Therapy programmes.
- Mental health and emotional wellbeing.
- Communication and sensory needs.

Safeguarding Information

Where appropriate we may process information relating to:

- Child protection concerns.
- Early Help.
- Social care involvement.
- Risk assessments.
- Professional reports.

- Records of meetings with external agencies.

Admissions Information

During enquiries and admissions we may collect:

- Referral documentation.
- Consultation paperwork.
- Local Authority correspondence.
- Educational Psychology reports.
- Professional advice.
- Funding information.

Financial Information

Where applicable we may process information relating to payments, invoices and funding arrangements.

Communications

We keep records of relevant emails, letters, telephone conversations, meetings and other correspondence to support our work with children and families.

Some of the information we process is classified as **Special Category Personal Data**, including health, SEND and safeguarding information. This information receives additional legal protection under UK GDPR.

6. How We Collect Personal Information

Most personal information is provided directly by parents, carers, staff or individuals themselves.

We may also receive information from:

- Local Authorities;
- previous schools and nurseries;
- health professionals;

- Educational Psychologists;
- therapists;
- social care services;
- the Police;
- Courts;
- the Department for Education;
- Ofsted;
- other professionals involved in supporting the child.

Information may be collected through:

- enquiries and admissions;
- referral processes;
- meetings and reviews;
- email and telephone correspondence;
- website enquiry forms;
- assessments and observations;
- safeguarding procedures.

Wherever possible, we will explain why information is required and how it will be used.

7. Why We Use Personal Information

Homebrook Woods processes personal information in order to fulfil its educational, safeguarding and legal responsibilities.

We use personal information to:

Provide Education

- deliver personalised learning;
- monitor progress and achievement;
- review educational provision;
- support successful transitions;
- meet each child's identified needs.

Support SEND Provision

We use information to:

- implement Education, Health and Care Plans;
- coordinate specialist services;
- monitor interventions;
- review outcomes;
- plan personalised support.

Safeguard Children

Protecting children is our highest priority.

Personal information is processed to:

- safeguard children from harm;
- identify and manage risks;
- work effectively with safeguarding partners;
- make referrals where appropriate;
- fulfil our statutory safeguarding responsibilities.

Manage Admissions

Information is used to assess whether Homebrook Woods is able to meet a child's needs and provide an appropriate placement.

Communicate Effectively

We use information to communicate with parents, carers, Local Authorities, schools and professionals regarding children's education, wellbeing and progress.

Meet Legal and Regulatory Responsibilities

We process information in order to:

- comply with legislation;
- respond to statutory requests;
- maintain accurate school records;
- manage complaints;
- improve the quality of our provision;
- demonstrate compliance during inspections and audits.

8. Our Lawful Basis for Processing Personal Information

Homebrook Woods will only process personal information where there is a lawful basis for doing so.

Depending on the purpose, we rely upon one or more of the following lawful bases:

- compliance with a legal obligation;
- performance of a task carried out in the public interest;
- protection of vital interests;
- legitimate interests;
- consent, where required.

Most of the personal information processed by Homebrook Woods does not rely on consent because schools have legal responsibilities relating to education, safeguarding and child welfare.

Where consent is required, it will always be requested clearly and may be withdrawn at any time.

Where we process Special Category Personal Data, such as health, SEND or safeguarding information, we do so only where UK GDPR permits this and where additional safeguards apply.

9. Sharing Personal Information

Homebrook Woods treats personal information as confidential and will only share it where there is a lawful basis to do so.

Where appropriate, information may be shared with:

- parents and carers;
- Local Authorities;
- referring schools;
- health professionals;
- Educational Psychologists;

- therapists;
- social care services;
- safeguarding partners;
- the Police;
- the Department for Education, where required;
- Ofsted;
- professional advisers;
- insurers;
- IT service providers supporting the school's systems.

Information is shared only where it is necessary, proportionate and in the best interests of the child or to meet our legal responsibilities.

Safeguarding concerns will always be shared where necessary to protect a child or comply with statutory guidance.

Where information is shared with third-party organisations, we take reasonable steps to ensure they process personal information securely and in accordance with data protection legislation.

10. Storing and Retaining Personal Information

Homebrook Woods is committed to keeping personal information safe and secure.

Information is stored using appropriate physical, electronic and organisational security measures, including:

- password-protected electronic systems;
- secure cloud-based services;
- restricted access to confidential records;
- locked storage for paper files;
- regular security monitoring and system updates.

Access to personal information is limited to staff and professionals who require it to carry out their responsibilities.

We retain personal information only for as long as necessary to fulfil the purpose for which it was collected or to meet legal and regulatory requirements.

Retention periods are determined in accordance with:

- statutory requirements;
- Information Commissioner's Office (ICO) guidance;
- recognised education records management guidance; and
- the Homebrook Woods Data Retention Schedule.

When information is no longer required, it will be securely deleted, destroyed or anonymised.

Where personal information is processed using cloud-based systems, Homebrook Woods will ensure that appropriate safeguards are in place to protect that information in accordance with UK GDPR.

In the unlikely event of a personal data breach, the school has procedures in place to investigate promptly, minimise any risk and, where required, notify the Information Commissioner's Office and affected individuals.

11. Photography, Video Recording, CCTV and School Communications

Homebrook Woods may use photographs or video recordings for legitimate educational purposes, including:

- recording learning and achievement;
- assessment evidence;
- celebrating success;
- displays within school;
- staff training;
- school publications; and
- the school website, where appropriate consent has been obtained.

Photographs or videos used for promotional purposes will only be published where the appropriate consent has been obtained.

Where CCTV is in operation, it will be used solely for safeguarding, security and crime prevention in accordance with the school's CCTV Policy.

Homebrook Woods may also communicate with families and professionals through newsletters, emails, letters, telephone calls and other appropriate methods. Personal information will never be sold or shared for commercial marketing purposes.

12. Individual Rights

Under UK data protection legislation, individuals have a number of rights regarding their personal information.

These include the right to:

- request access to the personal information we hold;
- request that inaccurate information is corrected;
- request the deletion of information in certain circumstances;
- request that processing is restricted;
- object to certain types of processing;
- request the transfer of personal information, where applicable;
- withdraw consent where processing relies upon consent; and
- make a complaint about the way personal information is handled.

Homebrook Woods does not currently use automated decision-making or profiling when processing personal information.

Requests relating to personal information should normally be made in writing to the Proprietor.

We will respond to requests within the timescales required by UK GDPR.

Where appropriate to their age, understanding and communication needs, children will also be supported to understand how their personal information is used and their views will be respected.

13. Contact Details and Complaints

If you have any questions about this Privacy Notice or the way Homebrook Woods processes personal information, please contact:

Homebrook Woods

Proprietor / Headteacher

Vonny Shelley

Email: vonny@homebrookwoods.co.uk

Telephone: **07706 473040**

Website: www.homebrookwoods.co.uk

We hope any concerns can be resolved quickly and informally. However, if you remain dissatisfied with the way your personal information has been handled, you have the right to make a complaint to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: **0303 123 1113**

Website: <https://ico.org.uk>

14. Review of this Privacy Notice

This Privacy Notice will be reviewed annually, or sooner if there are significant changes to legislation, statutory guidance or the way Homebrook Woods processes personal information.

The most up-to-date version will be available from the school on request and published on the Homebrook Woods website.

Homebrook Woods Commitment

At Homebrook Woods, protecting personal information is an important part of protecting children.

We are committed to handling personal information responsibly, respectfully and securely, ensuring that the trust placed in us by children, families and professionals is upheld in everything we do.