



Privacy Notice for Learning Grove Education

1. Introduction:

Learning Grove takes privacy seriously. Please read this information carefully, it will include the following areas:

- Personal information we collect about you
- What we do with your information
- Who your information may be shared with

Who are we:

Learning Grove provides an enriching education for a variety of students, encouraging them to Explore, Learn and Thrive through a Forest School setting. We believe that all children, including those from disadvantaged backgrounds or with an SEND need deserve a well-rounded, and diverse education that is bespoke to their needs and targets.

Learning Grove will control the data and adhere to the UK Privacy Principles contained in the EU General Data Protection Regulation (GDPR).

Information collected:

- Name
- Address
- Date of Birth
- Telephone numbers
- Email address
- Medical information i.e. allergies, medical conditions
- Ethnicity and religion
- Attendance
- Assessments (including daily evaluations, i.e. progress, behaviour and achievement)
- Emergency contacts
- Photo and social media permission

All information is gathered on a Learning Grove referral form, these are completed by parents or guardians and must be signed to give consent to sharing information if necessary.

This information is gathered to support your student/child's welfare at Learning Grove Education. This enables us to communicate with the school and parents/carers. Learning Grove will monitor progress and use the information to gather any evaluations to support and assess the development and improvements of Learning Grove.



LEARNING GROVE EDUCATION LIMITED

2. Sharing Information

Learning Grove will only share information with other professionals/agencies that you have agreed we can share this information with. This information will be used to support the student and the family.

3. Your Rights

You have a right to be informed how your data is collected and how long the data is retained. Learning Grove will keep your data no longer than necessary and it will always be stored securely. Access to this data will be limited.

4. Right of Access

You have a right to access your data, this can be done verbally, however requests are more efficiently completed electronically. Please email your request to learninggroveeducation@gmail.com

5. Right of Rectification

If you believe personal information that we hold is incorrect you can verbally or in writing notify us. Please email your request to learninggroveeducation@gmail.com

6. Right for Data to be Erased

You may request this with any member of staff at Learning Grove, it may be verbal or in writing. Please email your request to learninggroveeducation@gmail.com. Learning Grove would prefer a verbal request be followed up in writing or by email, please explain your concerns, evidence and what is your desired solution. Someone will contact you to discuss your request.

7. Right to Restrict use of data

You may ask us to limit what we use your personal data for, you have the right to restrict the processing of your personal data if you are unsure of its accuracy, whilst it is verified.

8. Information Storage

Our information is stored securely – electronic information has a security password and written information is stored securely in lockable cabinets. All effort is made to ensure that no one unauthorised has access to this information.