



# PRIVACY POLICY

UPDATED SEPT 2023

## OUR CONTACT DETAILS

### DATA CONTROLLER:

The Ark Smallholding Ltd

### CONTACT INFORMATION:

The Ark Smallholding  
Collingham,  
Leeds,  
LS22 5AS

Email: [info@thearksmallholding.co.uk](mailto:info@thearksmallholding.co.uk)

Telephone: 07754 315 387

### DATA PROTECTION OFFICER:

Kane Wilson

## INFORMATION WE MAY COLLECT FROM YOU

### CLIENT ORGANISATION INFORMATION

The categories of client personal information that we process include:

Contact details (Name, Email, Telephone) of Finance and Administration Officers  
Contact details (Name, Email, Telephone) of staff involved with safeguarding of students attending The Ark Smallholding Ltd.

### STUDENT INFORMATION

The Categories of pupil information that we process include:

Personal Identifiers (Name, DOB, Contact details, Address, Emergency Contact)  
Safeguarding information (includes the involvement of external agencies)  
Special Educational Needs  
Medical conditions/Allergies/Dietary Requirements  
Attendance  
Behavioural Information  
Images/Photographs to evidence achievements

## WHY WE COLLECT THIS INFORMATION

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### CLIENT ORGANISATION

We collect client organisation information for the following purposes:

- To allow us to set up financial contracts and purchase accounts.
- To liaise with host organisations to ensure the safeguarding of students while in our care.

Under the UK General Data Protection Regulation (UK GDPR), Article 6, the lawful bases we rely on for processing client information are:

- (a) We have a contractual obligation.
- (b) We have a legal obligation.
- (c) We have a vital interest.

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### STUDENTS

We collect student information for the following purposes:

- To support pupil welfare, keep students safe and maintain their wellbeing.
- To provide appropriate support regarding any special educational needs.
- To monitor and report on students progress.
- To monitor and report on students attendance.
- To meet statutory duties regarding the safeguarding of children.

Under the UK General Data Protection Regulation (UK GDPR), Article 6, the lawful bases we rely on for processing student information are:

- (a) We have a contractual obligation.
- (b) We have a legal obligation.
- (c) We have a vital interest.

In addition, concerning any special category data we rely on Article 9(2):

- (a) Explicit consent
- (c) Vital interests
- (f) Legal claims and judicial acts
- (g) Substantial public interest

## WHO WE SHARE INFORMATION WITH

### CLIENT ORGANISATIONS

We may share personal client data with relevant local authorities or between departments within a trust to comply with the law regarding accounting and auditing.

### STUDENTS

We may share student information with host schools, relevant local authorities, youth and family support agencies.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. For example, we must share pupil information in accordance with the Education (Pupil Information) (England) Regulations 2005 and Keeping Children Safe in Education Statutory Guidance.

## HOW WE STORE YOUR DATA

Personal data is stored securely in digital form and destroyed 6 months after the end of our contractual agreement.

## YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@thearksmallholding.co.uk](mailto:info@thearksmallholding.co.uk) if you wish to make a request.