



Privacy Notice

Summary

We at Meadow Learning CIC (The Meadow) take privacy very seriously. This notice explains what information we collect about young people and their families, why we collect it, the limited circumstances in which we share it, how long we keep it and how we keep it secure.

Who we are: Meadow Learning CIC, a community interest company (company number 14272819), Hillcrest, Tunley, Bath BA2 0DZ. Our Data Protection Lead is Claire Imhasly (Manager and Director).

What information we collect

The categories of young person and parent/carer information we use include:

- personal identifiers and contact details (such as name, date of birth, address, phone and email, and a unique pupil number where a school provides one)
- characteristics (such as ethnicity and language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disabilities, including support plans and Education, Health and Care Plan information
- medical information (such as health conditions, allergies, medication and dietary requirements)
- attendance (sessions attended and previous or current schools)
- behaviour, accident and incident records
- photographs, where you have given consent
- payment details for fees.

Why we collect it

We use this information to:

- support each young person by understanding their needs
- keep young people safe and well, including in an emergency
- meet our safeguarding duties
- provide places commissioned by a school or the local authority, and report attendance and progress to them
- manage fees and communicate with families.

Our lawful basis

Under the UK General Data Protection Regulation (UK GDPR) we rely on:

- **Contract:** to provide the place agreed in our Family Agreement, or under an agreement with a commissioning school or the local authority

- **Legal obligation:** for example safeguarding and record-keeping duties
- **Vital interests:** to protect a young person's life or health in an emergency
- **Legitimate interests:** to run The Meadow and keep in touch with families
- **Consent:** for photographs and other optional uses, which you can withdraw at any time.

For special category information (such as health, special educational needs and ethnicity) and safeguarding information, we rely on: substantial public interest for safeguarding children (Data Protection Act 2018, Schedule 1, paragraph 18); vital interests in an emergency; and your explicit consent where appropriate.

How we collect it

Most information comes from you, through our Family Agreement and registration forms when your child starts with us. When a school or the local authority commissions a place, we also receive information from them. We will tell you when we collect information whether you have to provide it or have a choice.

Who we share it with

We never sell your information. We only share it where it is needed and lawful:

- **Commissioning schools and the local authority**, if they have arranged your child's place: attendance each session day, progress, and the same day if there is a safeguarding concern, accident or significant incident
- **Children's social care, the Local Authority Designated Officer or the police**, if we need to protect a child. In these cases we may share information without consent, as the law allows
- **Emergency services** in an emergency
- **Our service providers** that store and send information for us: Google (email and file storage) and WhatsApp (day-to-day messages; we never send medical, special needs or safeguarding information by WhatsApp).

Google and WhatsApp may store data outside the UK, mainly in Europe and the United States. These transfers are protected by UK adequacy regulations and the providers' contractual safeguards.

How long we keep it

We keep information only as long as set out in our Data Retention and Records Management Policy. For example, registration and contact details are kept for one year after a young person leaves. Safeguarding records are passed to the young person's school when they leave, and our copy is kept securely until they are 25.

How we keep it secure

Our electronic records are held in our Google account, which only our directors can access (the Designated Safeguarding Lead also has access to the safeguarding folder), protected by a strong password. We keep very little on paper; what we do keep is stored securely and shredded when no longer needed. More detail is in our Information Security and Acceptable Use Policy.

Your rights

Young people and parents/carers have the right to:

- ask for a copy of the information we hold about them (see our Subject Access Request Procedure)
- have inaccurate information corrected
- ask us to delete information or restrict how we use it, in some circumstances
- object to how we use information, including for direct marketing
- receive information in a portable format, in some circumstances
- withdraw consent at any time, where we rely on consent.

If you have a concern about how we collect or use personal data, please raise it with us first. You can also contact the Information Commissioner's Office: ico.org.uk/make-a-complaint · 0303 123 1113.

Contact us

Claire Imhasly, Data Protection Lead · themeadowbath@gmail.com · 07411 865399

Reviewed: October 2026 · **Approved by:** the Directors of Meadow Learning CIC · **Next review:** October 2027, or sooner if law or guidance changes