



PRIVACY NOTICE

FOR STUDENTS AND PARENTS/CARERS/GUARDIANS¹

June 2026

We ask that you read this Privacy Notice carefully as it contains important information on who we are, how and why we collect, store, use and share (“process”) personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

When we process personal information, we are regulated under the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, the **Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020**, and relevant provisions of the **Data (Use and Access) Act 2025**.

For the purposes of these laws, we are the **data controller**.

1. What is personal information?

Personal information is information that identifies you or your child as an individual and relates to you. This can include contact details, education records, health and care information, photographs, and CCTV images.

2. Who we are:

The Sheiling Special Education Trust (sometimes referred to as “SSET”) is an independent residential special school and college, company number 08116370, registered office: Horton Road, Ringwood, Hampshire, BH24 2EB.

3. Responsibility for data protection at SSET:

The SSET, uses and is responsible for certain personal information about you. When we do so we are regulated under the [UK General Data Protection Regulations \(UK GDPR\)](#) and the Data Protection Act 2018 and are responsible as ‘controller’ of that personal information for the purposes of those laws.

The personal information we collect and use:

4. Information collected by us:

In the course of running SSET and delivering educational and care services we may collect the following personal information about you and your child when you provide it to us:

- Names, addresses, telephone numbers, e-mail addresses and other contact details for Parents and next of kin.
- Information about members of your family, your family relationships and family circumstances (including eligibility for bursary funds and pupil premium). We may also need information about any court orders or criminal petitions which relate to you so that we can comply with our safeguarding obligations to protect the welfare and well-being of your child and other students.
- Name, home address and date of birth of student.

¹ Including prospective Students and Parents/Carers/Guardians



- National Insurance Number (for students over the age of 19).
- NHS number for student.
- Unique pupil number (UPN) or unique learner number (ULN) of student.
- Ethnicity and religion of student.
- References given or received by SSET about students and information provided by other educational establishments and/or other professionals or organisations working with students.
- Information about health and medical requirements, including personal care information.
- Dietary requirements and allergies.
- Copies of Education, Health, and Care Plans (EHCPs) and Statement of Special Educational Needs (including information about learning difficulties or disabilities).
- Education, care, and therapy reports from previous education providers.
- Individual Learning Plans.
- Meeting minutes (regarding education, care and therapy, progress, and behaviour).
- Case notes and clinical notes (regarding medical, care, behaviour, and therapy).
- Annual review documentation.
- Social worker details and safeguarding information.
- Bank details and other financial information (where required).
- Attendance and behaviour records.
- Assessment and attainment information including student work and marks.
- We may take pictures of students for the purpose of admission and/or reports to support their education and development.
- We may take pictures of you and/or your child at SSET events to use in marketing material. This is usually to show prospective parents and students what we do and to keep our current parents informed of events.
- We use CCTV at SSET to ensure the school site is safe.
- Trips and activities information.
- Progress data in terms of establishments attended after leaving SSET such as educational institution or supported living services attended.

Photographs may be used for educational purposes and reports. Photographs or videos used for marketing or publicity purposes will be processed only where lawful, and usually with consent.

CCTV is used on SSET sites to support safety and security.

5. Information collected from other sources

We may also receive information from:

- Parents or guardians
- Previous schools or colleges
- Local Authorities
- The Department for Education (DfE)
- Health and social care professionals

6. Why we use personal information

We process personal information to:



- Register students and manage admissions
- Provide education, care and therapy services
- Support learning, progress, wellbeing and behaviour
- Fulfil safeguarding and child protection obligations
- Comply with education, health, care and funding legislation
- Meet reporting requirements to Local Authorities, DfE and ESFA
- Manage attendance, assessments and examinations
- Ensure health, safety and security on site
- Plan, manage and improve SSET services
- Maintain communication with parents and guardians

This Privacy Notice also applies in addition to SSET's other relevant policies/guidance, including:

- The SSET Data Protection Policy
- The SSET CCTV Policy
- The SSET Safeguarding Policy, including the reporting and recording of concerns and incidents.
- The SSET IT policies, including Acceptable Use of IT and E-Safety

7. Lawful bases for processing

We process personal information only where the law allows us to do so. Article 6 UK GDPR lawful bases. We predominantly rely on:

- Public task – providing education, care and safeguarding in the public interest
- Legal obligation – complying with statutory duties, including SEND, safeguarding, health and safety and funding requirements
- Contract – where appropriate, including arrangements with students over 18
- Legitimate interests – for limited administrative, operational and community purposes, where these interests are not overridden by individuals' rights

In limited circumstances, we may also rely on:

- Vital interests – to protect life or prevent serious harm
- Consent – where individuals have a genuine choice (for example, marketing photographs)

Special category and criminal offence data

We process special category and criminal offence data in accordance with Article 9 and Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018, including where necessary for:

- Education and social care provision
- Employment and safeguarding obligations
- Protecting children and adults at risk
- Health and safety and medical care

SSET does not use solely automated decision-making that produces legal or similarly significant effects.

8. Information Sharing

We may share personal information, where lawful and necessary, with:

- Local Authorities (including SEN, social care and safeguarding teams)
- Department for Education and Education and Skills Funding Agency
- Ofsted and the Care Quality Commission (CQC)



- Examination awarding bodies
- Health and social care professionals
- Previous or future education providers
- Suppliers and service providers (e.g. IT systems, education software, payroll)
- Professional advisers and insurers
- Emergency services and law enforcement where required

All third parties are required to keep personal information secure and use it only in accordance with the law.

9. Data Retention

Personal data is retained securely and only for as long as necessary for lawful purposes, in line with statutory requirements and SSET's Retention Policy.

Some information is retained after a student leaves SSET where there is a legal or safeguarding reason to do so.

10. Keeping your personal information secure

SSET uses appropriate technical and organisational measures to protect personal information against loss, misuse, unauthorised access or disclosure. Access to information is restricted to those who need it for legitimate purposes.

We have procedures in place to manage and report data breaches where required by law.

11. Your Rights

Under the UK GDPR, students and parents/guardians have rights including the right to:

- Be informed about how personal information is used
- Access personal information
- Have inaccurate data corrected
- Request erasure in certain circumstances
- Restrict or object to processing in certain circumstances
- Data portability (where applicable)
- Withdraw consent where consent is relied upon
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests to exercise these rights should be made to our Data Protection Lead using the contact details below.

12. Student requests

Students may make subject access requests where they have sufficient understanding to do so.

Parents or guardians may usually make requests on a child's behalf, although the child's views and best interests will be considered.

All requests are assessed on a case-by-case basis.

13. International Transfers

SSET does not routinely transfer personal data outside the UK.

If a transfer outside the UK becomes necessary, appropriate safeguards will be used.



14. How to complain

If you have concerns about how we handle personal information, please contact our **Data Protection Lead** in the first instance.

You also have the right to complain to the **Information Commissioner's Office (ICO)**:

<https://ico.org.uk/make-a-complaint/>

15. Changes to this Privacy Notice

This Privacy Notice was published in June 2026.

We may change this Privacy Notice from time to time and when we do, a copy of the amended version will be available on the SSET website.

16. How to contact us

Please contact our Data Protection Lead if you have any questions about this privacy notice, or the information we hold about you.

If you wish to contact our Data Protection Lead, please:

- Send an email to dataprotection@thesheilingringwood.co.uk; or
- Write to c/o SSET, Horton Road, Ringwood, Hampshire, BH24 2EB; or
- Call 01425 477488.