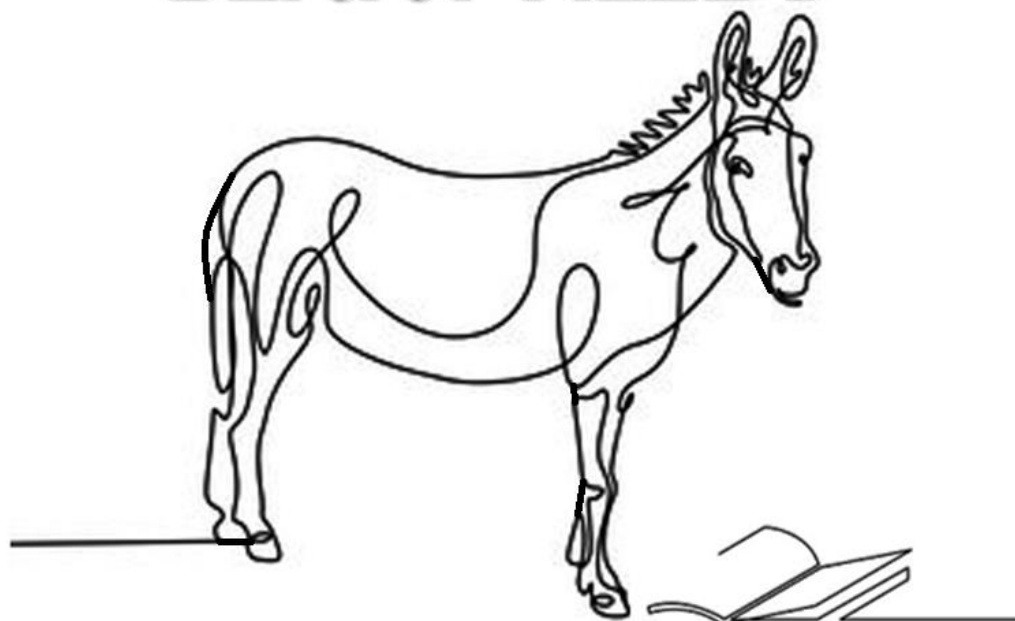


# Privacy Notice for Pupils & Visitors

## BERRY FIELDS



## ANIMAL ASSISTED EDUCATION & CONSULTANCY

**Approved by:** Rachel Hartopp

**Date:** October 2023

**Last reviewed on:** October 2023

**Next review due  
by:** October 2024

## **Berry Fields AAE Privacy notice for pupils and visitors**

Under data protection law, individuals have a right to be informed about how Berry Fields uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Berry Fields Animal Assisted Education are the 'data controller' for the purposes of data protection law.

Our data protection officer is S Smith (see 'Contact us' below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about students/pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth,
- Results of internal assessments and externally set tests
- Pupil and curricular records
- School attendance data
- Characteristics, such as ethnic background, special educational needs
- Behaviour information
- Details of any medical conditions, including physical and mental health
- Educational Health Care Plans
- Educational plans & reports
- Photographs/Website

### **Why we use this data**

We use this data to:

- Support student/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- Less commonly, we may also process pupils' personal data in situations where:
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory for health & safety, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

All Alternative Provision Pupil placements can not be accepted without the relevant paperwork completed and returned prior to sessions.

All Stable Club, therapy session attendees must complete visitor paperwork before commencing any sessions. This data is not stored at the Berry Fields Office when staff are not present due to data protection.

## **How we store this data**

We keep personal information about students/pupils progress and learning while they are attending.

## **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at in attendance of sessions
- Health and social welfare organisations – to meet our legal obligation and to protect the pupils
- Police forces, courts, tribunals – to meet our legal obligations to share information with them

## **Parents and pupils' rights regarding personal data**

Individuals have a right to make a **'subject access request'** to gain access to personal information that Berry Fields Animal Assisted Education holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data Berry Fields Animal Assisted Education holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- To exercise any of these rights, please contact Berry Fields Animal Assisted Education

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Berry Fields Animal Assisted Education

You can also contact our Data Protection Officer:

Mrs S Smith

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Berry Fields Animal Assisted Education