



PRIVACY NOTICE

Policy publication date	02/09/2025
Policy agreed by	S Trevethan / R Childs
Policy review date	02/09/2026

Privacy Notice

Hackberry takes your privacy seriously. Please read this information carefully

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

Who are we:

Hackberry provide an enriching education with intrinsic benefits. We believe that all children, including those from disadvantaged backgrounds deserve a well-rounded, culturally rich education.

Hackberry 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
- Emergency contacts

All information is gathered on a Hackberry referral form which the parent/carers must sign to give consent to sharing information if necessary.

This information is gathered to support your student/child's welfare at Hackberry. Hackberry will monitor activities and use the information gathered to support and assess Hackberry quality.

Sharing Information

Hackberry 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.

Your Rights

You have a right to be informed how your data is collected and how long the data is retained. Hackberry will keep your data no longer than necessary and will be stored securely.

Right of Access

You have a right to access your data, this can be done verbally but Hackberry have a form 'Data Access Request.' Requests will be recorded by date and name.

Right of Rectification

If you believe personal information that we hold is incorrect you can verbally or in writing notify us.

Right for Data to be Erased

You may request this with any member of staff at Hackberry, it may be verbal or in writing. Hackberry would prefer a verbal request be followed up in writing or by email, please explain your concerns, evidence and what is your desired solution.

Right to Restrict how we use your 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.

Information Storage

Our information is stored securely – electronic information has a security password, and written information is stored securely in lockable cabinets.

Company Number 12119843

Contact Information:

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