



**MARSH HOUSE STUDIO
PRIVACY NOTICE**

1. Who We Are

Marsh House Studio is an alternative education provider delivering music technology, creative education and personal development programmes, including provision for learners with Education, Health and Care Plans (EHCPs). We act as a data controller under UK GDPR and are responsible for how personal data is processed and protected.

2. Scope of This Privacy Notice

This notice applies to students, parents and carers, and referring organisations including schools, local authorities, and other professionals involved in a learner's support.

3. Legal Framework

We process personal data in accordance with UK GDPR, the Data Protection Act 2018, Keeping Children Safe in Education (KCSIE) 2025, and the Data (Use and Access) Act 2025. These require data to be processed lawfully, fairly, transparently, securely, and only where necessary.

4. Categories of Data Collected

Personal Data: names, addresses, dates of birth, contact details.

Education Data: EHCPs, support plans, assessments, progress, attendance.

Safeguarding Data: concerns, disclosures, behaviour records, risk assessments.

Health Data: relevant medical needs or support requirements where necessary.

5. Sources of Data

Data is obtained from referring schools, local authorities, parents/carers, learners themselves, and through internal assessments, observations, and session delivery.

6. Purpose of Processing

We process data to deliver education, monitor progress, ensure safeguarding, communicate with stakeholders, meet statutory duties, and support outcomes set within EHCPs.

7. Lawful Basis for Processing

Legal Obligation: safeguarding, education, and statutory duties.

Legitimate Interests: delivering education and operational functions.

Vital Interests: where necessary to protect a learner from harm.

Special category data is processed where necessary for safeguarding and educational provision.

8. Safeguarding and Information Sharing

Safeguarding is prioritised. Information may be shared without consent where there is a risk of harm, in line with KCSIE and statutory safeguarding guidance. Data protection law supports appropriate information sharing to protect children.

9. Data Sharing

Information may be shared with schools, local authorities, safeguarding agencies, health professionals, and other providers where appropriate.

Awarding Organisations: Data may be shared with awarding bodies such as Gateway Qualifications for learner registration, assessment, internal and external verification, and certification.

10. Data Security and Storage

We implement appropriate technical and organisational measures including password protected systems, restricted access, secure storage, and secure transfer methods such as encrypted or password protected documents with separate password communication.

11. Data Retention

Data is retained in line with safeguarding and education guidance. Records are kept only as long as necessary for operational, legal, and safeguarding purposes, after which they are securely disposed of.

12. Individual Rights

Individuals have the right to access their data, request correction of inaccurate data, request erasure where applicable, restrict processing, and object to processing. Requests are responded to within one month in accordance with UK GDPR.

13. Children and Young People

We recognise the rights of young people over their data and ensure information is explained in a clear and accessible way appropriate to their age and understanding.

14. Complaints Procedure

Concerns about data handling should be raised with Marsh House Studio in the first instance. Individuals also have the right to complain to the Information Commissioner's Office (ICO).

15. Roles and Responsibilities

The organisation is responsible for data protection compliance. Safeguarding concerns are managed by the Designated Safeguarding Lead (DSL). Staff are trained and required to follow data protection and safeguarding policies.

16. Contact Details

Michael Ross
Marsh House Studio
Email: contact.mhstudio@gmail.com

17. Student-Friendly Summary

We keep your information to help you learn, support you, and keep you safe. We only share it when necessary and always aim to protect it properly.