



## Privacy Notice

This privacy notice is served by Fable House, Building 29, Brooke's Mill, Bank Foot Lane, Huddersfield, HD4 7NR, under the website [www.fablehouse.org](http://www.fablehouse.org). We are registered with the Information Commissioners Office under the Data Protection Register; our registration number is ZA805153.

### Privacy Notice key definitions:

- We, our or the company, refer to Fable House.
- You, the user or data subject, refers to the individuals using our website and or our services.
- UK GDPR means the UK General Data Protection Regulation.
- DPA 2018, means the Data Protection Act 2018.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioners Office.
- Cookies mean small files stored on a user's computer or device.

Under UK data protection, individuals have a right to be informed about how we use any personal data. We comply with this requirement by providing privacy notices to inform individuals about how their personal data will be processed.

This privacy notice explains how we will control, process, handle and protect your personal information through the business and while you browse or use our website. If you do not agree to the following notice you may wish to cease viewing/using this website, and or refrain from submitting your personal details to us.

### Key principles of UK GDPR

Fable House have ensured that our privacy notice embodies the following key principles as highlighted in the UK DPA 2018.

- a. Lawfulness, fairness and transparency;
- b. Purpose limitation;
- c. Data minimisation;
- d. Accuracy;
- e. Storage limitation;
- f. Integrity and confidentiality;
- g. Accountability.

### Collecting and processing your personal information

Depending on how you use the services that we supply, will depend on what information we

collect and process.

Prior to entering a formal contract with us, we will request the following information allowing us to match your needs with the relevant services we offer.

- Customer - personal identifiers and contacts (such as name, contact details and address)
- Pupil - personal identifiers and contacts (such as name, contact details and address, school year group, medical information and SEN information)

If you sign up to our services, we may request some additional personal information on pupils, these are:

- characteristics (such as ethnicity, language, and free school meal eligibility);
- safeguarding information\*;
- additional special educational needs (including the needs and ranking)
- additional medical and administration (such as doctors' information, child health, allergies, medication and dietary requirements);
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- assessment and attainment;
- behavioural information (such as exclusions and any relevant alternative provision put in place).

The lawful basis we collect this information is Legitimate Interests. If you do not take up our services, we will retain your information for 12 months and then confidentially destroy.

Unless we have a legal requirement to keep your data longer, we will keep customer and pupil information for 6 years following the end of your contract with us. We also use Consent to allow us to take and store pupils' photographs for identification and assessment purposes.

\*Safeguarding children raises issues of confidentiality that must be clearly understood by all Fable House staff.

All staff, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies.

Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

We will always inform, and gain consent from parents/carers, if a referral is to be made to Children's Social Care or any other agency unless it is believed that by doing so would put the child at risk. We will record the reasons if consent is not gained. In such cases the designated safeguarding lead will seek advice from the Children's Social Care Advice and Guidance Service. For more information on how we manage safeguarding your child, please read our Safeguarding Policy.

### **Who we share your information with**

We do share your personal information with some third parties with your consent. These are;

- The Local Authority;
- Professionals involved with the support of our pupils;
- Open Awards – to enable the delivery of Open Awards services for Pupils

We also use various systems to support the delivery of their services, such as a Management Information System which stores our customer and pupil information, and Drop Box to store digital records.

As a Data Controller we will ensure that these processors meet and uphold UK data protection

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

### **Requesting Access to your personal data**

Under data protection legislation, customers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact our Data Protection Officer at:

Fable House  
Building 29,  
Brooke's Mill,  
Bank Foot Lane,  
Huddersfield, HD4 7NR  
[admin@fablehouse.org](mailto:admin@fablehouse.org)

You also have the right to:

- to have your personal data rectified, if it is inaccurate or incomplete;
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting us.

### **Website Cookies**

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device/computer hard drive to track how you use the website. This enables us to record or log the following;

- whether you have seen particular messages that we display,
- to keep you logged into the website where applicable,
- to display relevant adverts or content, or
- where you have been referred to a third-party website.

Some cookies are required to enjoy and use the full functionality of our website.

We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device/computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device.

The cookies we use are:

- to analyse website traffic;
- to optimise your website experience.

### **Sponsored links, affiliate tracking and commissions**

Clickable sponsored or affiliate links may be displayed as a website URL like this;

<https://bit.ly/2YR4v5d> or [www.jamieking.co.uk](http://www.jamieking.co.uk) or as a titled text link like this: [Privacy Policy Template UK](#).

Clicking on any adverts, sponsored or affiliate links may track your actions by using a cookie saved to your device. You can read more about cookies on this website above. Your actions are usually recorded as a referral from our website by this cookie.

If you have any concerns about this, we suggest you do not click on any affiliate links found throughout the website.

### **Email marketing and subscription**

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third-party service provider of software/applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons/tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences/the information we hold about you at any time. See any marketing messages for instructions on how to unsubscribe or manage your preferences.

### **Resources and further information**

- [Overview of the GDPR – General Data Protection Regulation](#)
- [Data Protection Act 2018](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [The Guide to the PECR 2003](#)
- [X Privacy Policy](#)
- [Facebook Privacy Policy](#)
- [Google Privacy Policy](#)
- [Linkedin Privacy Policy](#)
- [Mailchimp Privacy Policy](#)
- [Website Design Carmarthen](#)
- [Open Awards Privacy Notice](#)
- [Engage – Management Information System](#)
- [Drop Box](#)

### **Last Updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 16<sup>th</sup> October 2024.