



PRIVACY NOTICE

Setting: The Lodge

Organisation: PJ Creative Learning Ltd

Version: 1.0

Date Approved: June 2026

Review Date: June 2027

Introduction

At The Lodge, we understand that families place a great deal of trust in us. As part of providing safe and effective support, we collect and use a small amount of personal information about learners, parents, carers, staff and other individuals connected with our work. We are committed to handling this information responsibly, securely and in accordance with UK data protection law.

This Privacy Notice explains what information we collect, why we collect it, how it is used, how it is stored and the rights individuals have in relation to their personal data.

Who We Are

The Lodge is a specialist educational support setting operated by PJ Creative Learning Ltd.

We provide commissioned, part-time, one to one educational support for young people aged 11 to 18. Learners attending The Lodge remain on roll at their referring school or continue to receive education through an appropriate commissioning arrangement.

In order to provide safe and effective support, we may receive, store and process personal information relating to learners, families, schools and professionals involved in a learner's support.

What Information We Collect

The information we collect will vary depending on the individual and the support being provided.

This may include personal details such as names, addresses, dates of birth and contact information. We may also receive educational information from referring schools, including EHCP information, support plans, attendance information and information relating to a learner's educational needs.

Where necessary, we may collect medical information, emergency contact details, risk assessments, safeguarding information and records relating to wellbeing and support needs.

For staff, tutors and volunteers, we may hold information relating to recruitment, safeguarding checks, qualifications, training and professional responsibilities.

We only collect information that is necessary for legitimate educational, safeguarding, legal or operational purposes.

Why We Collect Information

Personal information is collected in order to provide safe, effective and appropriate support.

This includes supporting learning, maintaining attendance records, communicating with families and schools, meeting safeguarding responsibilities, responding to emergencies, complying with legal obligations and ensuring the safe operation of the setting.

We do not collect information for marketing purposes and we do not sell personal information to third parties.

How Information Is Stored

The Lodge takes data security seriously and uses appropriate measures to protect personal information.

Electronic records are stored using password protected systems and secure devices. Paper records are stored securely and access is restricted to authorised individuals who require the information as part of their role.

Information is retained only for as long as necessary and is disposed of securely when no longer required.

Information Sharing

The Lodge works closely with referring schools and other professionals involved in supporting learners.

Information may be shared where there is a lawful basis to do so and where it is necessary to support a learner's education, wellbeing or safety.

Depending on circumstances, information may be shared with referring schools, parents or carers, local authorities, health professionals, children's social care, safeguarding agencies, emergency services, police or other organisations where required by law.

Any information sharing is carried out carefully, proportionately and in accordance with data protection and safeguarding requirements.

Safeguarding and Information Sharing

Safeguarding is always given the highest priority.

Where there are concerns about the safety or welfare of a child, information may be shared without consent if doing so is necessary to protect a child from harm or fulfil safeguarding responsibilities.

Decisions regarding safeguarding information sharing are made in accordance with current safeguarding guidance and data protection legislation.

Further information can be found within The Lodge Safeguarding and Child Protection Policy.

Photographs and Images

Photographs or videos of learners will only be taken, stored or used where appropriate consent has been obtained.

Consent may be withdrawn at any time.

Images will not be used in a way that unnecessarily identifies individual learners.

Individual Rights

Under UK data protection law, individuals have a number of rights in relation to their personal information.

These include the right to request access to information held about them, request corrections where information is inaccurate, request restriction of processing in certain circumstances and, where appropriate, request deletion of information.

Requests will be considered and responded to in accordance with legal requirements.

Contact Details

If you have any questions about this Privacy Notice or how personal information is handled, please contact:

PJ Creative Learning Ltd

The Lodge

Email: lodge@pjcreativelearning.co.uk

If you remain dissatisfied with how personal information has been handled, you have the right to contact the Information Commissioner's Office (ICO).

Monitoring and Review

This Privacy Notice is reviewed annually, or sooner if there are changes to legislation, guidance or operational practice.

The Lodge is committed to ensuring that personal information is handled lawfully, fairly, securely and with respect for the rights of all individuals.