Hamwic Education Trust & Southampton Hospital School

Child Friendly Privacy Notice

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Owner	Head of Safeguarding & Compliance	Approved by	DCEO

1. History of Policy Changes

Date	Page	Change	Origin of Change
Sept 2026		No change	

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3. Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together.

4. Who are we?

We are Southampton Hospital School (SHS) and we are responsible for the information we collect and hold about you. We are part of the Hamwic Education Trust (HET) which is a multi-academy trust incorporating a number of different schools.

5. What information do we hold about you?

We collect a lot of information about you while you are at school such as your name, address and details of other family members. We also collect information about your progress in school such as how often you attend school, how well you do in different subject areas and information about your health and wellbeing.

6. Why do we need this information?

We collect this information because we have a legal duty to. Sometimes the government or our local council asks us to collect this information so that they can see how we are performing compared to other schools.

7. Where do we get your information from?

If you join us from another school, your old school will pass us your information when you move. In other cases, most of the information will have been provided by your family when you started school and then we collect information from you as you progress through school.

8. What do we use your information for?

We use your information so that we can teach you and provide you with any support you might need. We also use your information to make sure we keep you safe.

9. Where do we keep your information?

Your information is kept safe in our electronic records. We have protection in place to make sure your information can only be accessed by people who need to see it so that we can teach you, support you or keep you safe.

10. What are your rights?

We will keep your information for as long as you are a pupil here. If you move to a different school, we will pass your records to your new school. If you complete your education here, we will keep your information for a number of years after you leave because we have to by law.

11. Contact

We have a person called the Data Compliance Officer (DCO) at the school. They can answer any questions about this privacy notice or what the school does with your information.

If you want to speak to them, then you can do that by calling the office number to speak to Mrs Graves on 02381 206667. Or send an email to info@southamptonhospitalschool.co.uk

You can also contact HET's Data Protection Officer (DPO), Gemma Carr, Deputy CEO.

Email: compliance@hamwic.org.

Telephone: 023 8078 6833.

Address: Hamwic Education Trust, Unit E, The Mill Yard, Nursling Street, Southampton, Hampshire SO16 0AJ.