

# **Hadrian Learning Trust Website Privacy Policy**

**April 2026**

Next annual update: April 2027

## 1. Introduction

This Website Privacy Policy explains how we (Hadrian Learning Trust) collect, use, store, and protect personal data when you visit our website or submit information through our online forms, downloadable forms and through third-party platforms. We are committed to handling personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Website Privacy Policy should be read in conjunction with our [Data Protection Policy](#) and our [QEHS Cookie Policy](#) or our [HMS Cookie Policy](#). It applies alongside our other Privacy notices, which appear on our website, and any other information the Trust may provide about a particular use of personal data, for example, when collecting data via an online form.

Relevant policies are all available on the Trust's website at:

[www.qehs.net/policies](http://www.qehs.net/policies)

## 2. Who We Are

Data Controller: Hadrian Learning Trust

Address: Queen Elizabeth High School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB

Contact Email: [admin@qehs.net](mailto:admin@qehs.net)

Telephone: 01434 610300

## 3. What Personal Data We Collect

We may collect the following categories of data when you visit and interact with our website.

### Information collected automatically by our website

Our website collects some information about you automatically when you visit the site using your electronic device. We do not seek to identify you from this information or do anything with it that will affect you individually. This information includes, or may in the future include:

- The IP address from which you access our website
- Information about the device used to access the site
- Your approximate location
- The pages that you click on our site
- The time that you spend on the site

Depending upon your preferences in respect of the use of cookies information will be collected as detailed in our Cookies Policy.

### Information that you input to our website

Some pages on our website ask you to input information about yourself. For example, we have forms to apply to our Student Support Fund, complete a food allergy form, or apply for a sixth form bursary. The information sought is clear on the relevant form and includes:

- **Personal identifiers** (such as name, age/date of birth)
- **Contact details** (such as address, telephone number, email address)
- **Characteristics** (such as ethnicity, language, and free school meal eligibility)
- **Financial details:** (household income, bank details)
- **Medical and administration** (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- **Attendance** (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- **Any other information submitted voluntarily via our online forms**

#### Information that you send to us by email

You may also send us information about yourself by email. In that case we will record your name and basic contact details and, of course, the information that you include in your communication.

## 4. Legal Basis for Processing

Under UK GDPR we rely on the following lawful basis for processing data on our website

### Legal obligations

We only collect and use personal data when the law allows us to. As set out above, we will not use or share your personal information for marketing or commercial purposes, unless you provide us with consent to do so.

We may need to use or disclose your personal information to comply with our legal obligations.

### Consent

We may seek your consent to allow us to process your personal information. If we are relying on your consent, you can withdraw consent at any time. We will make this clear when we ask for consent and explain how it can be withdrawn.

### Legitimate interest

Generally, we need to collect and process your personal information, to the limited extent described in this personal notice, so that we can pursue our legitimate interests in:

- Delivering our educational services, including administering, managing and delivering the education we provide
- Communicating with you, responding to your enquiries and managing our relationship with you
- Ensuring all pages and information on our website meet the needs of users

## 5. How We Collect Your Data

We collect data through:

- Direct input into Cognito Forms
- Direct input into Microsoft Forms
- Downloadable forms for you to complete and return to us by email or post

- Use of Third-Party Processors
- Use or view of our website via your browser's cookies

## 6. Use of Third-Party Processors

In addition to Cognito Forms and Microsoft Forms, our school website uses third-party services to support bookings, ticketing, fundraising, and recruitment.

Each service processes user data in accordance with UK GDPR.

### 6.1 Ticketing Service: Ticket Tailor

We use **Ticket Tailor** to manage ticketed school events.

Ticket Tailor acts as a **data processor**, and we remain the data controller for all attendee information collected through the platform.

Ticket Tailor maintains GDPR compliance, and its servers and databases are located within the EU (Ireland).

Users can access [Ticket Tailor's Privacy Policy](#) via their website.

### 6.2 Venue & Booking Service: SportsKey

We use **SportsKey** to manage bookings for certain sports facilities, sports classes and school spaces. SportsKey operates as a **data processor**, processing contact details and booking information such as name, email address, mobile number.

SportsKey processes this data only for confirming and managing bookings.

Their service is designed to comply with EU and Irish data protection law, and processing is intended to remain within the EEA. View the [SportsKey Privacy Policy](#) for more information.

### 6.3 Fundraising Platform: JustGiving

We use JustGiving to manage online fundraising activities.

When you make a donation or interact with our fundraising pages, the personal information you provide is processed by JustGiving on our behalf. JustGiving acts as a **data processor**, and your data is processed in accordance with its privacy policy and applicable data protection laws.

Data is processed and stored by **JustGiving.com** in the UK, following UK GDPR.

Users should review [JustGiving's Privacy Policy](#) when donating to understand how their personal data is processed.

### 6.4 Vacancies & Recruitment Platform: MyNewTerm

Our school uses **MyNewTerm** to advertise vacancies and to manage job applications. When you apply for a role with us through MyNewTerm, your personal information (such as your contact details, employment history, and application responses) is processed securely on our behalf. MyNewTerm acts as our **data processor**, while the school remains the **data controller** responsible for how your information is used.

We use your information only for recruitment purposes—this includes reviewing your application, contacting you about the process, and carrying out necessary safeguarding and employment checks in line with school and legal requirements. The platform has been independently assessed and recognised for strong data-privacy and GDPR-compliance standards.

Please see our [Data Protection policy](#) for more information on how your data is managed in school. You can contact us at any time if you wish to access, correct, or request the deletion of the information you have submitted.

MyNewTerm is a UK-based recruitment platform. Personal data submitted through MyNewTerm is processed securely in line with UK GDPR.

Applicants should refer to [MyNewTerm's Privacy Notice](#)

## 7. How We Use Your Data

We use your data to:

- Maintain accurate school records around attendance
- Fulfil requests for student/pupil support
- Process requests for alternative school meals for students/pupils with allergies/special dietary requirements
- Manage school activities, club or activity registrations, and events
- Process job applications
- Communicate with general public for the booking of school spaces or classes held on school grounds.

## 8. Data Sharing

We do not share information about you with any third party without consent unless the law, our policies or the terms of this privacy notice allow us to do so.

Your personal information may be shared with third party service providers (as detailed in section 6 of the [Just Giving Full Privacy Policy](#)) who host and process your information on our behalf in order to support our services.

We may share aggregated information about the use of our website with partners but this does not involve disclosure of information from which you could be identified.

We may also need to disclose your personal information in order to protect our legal rights and comply with our legal obligations.

## 9. Data Retention

We retain data only as long as necessary in line with our data retention schedule. See our [Data Protection Policy](#) for more information.

## 10. Your Data Protection Rights

Your rights under UK GDPR include access, correction, deletion, restriction, objection, portability, and withdrawal of consent. See our [Data Protection Policy](#) for more information.

## 11. International Data Transfers

Where we transfer personal data to a different country or UK Overseas Territory, we will do so in accordance with data protection law.

## 12. Security Measures

For more information on the technical and organisational measures we employ for data security please see our [Data Protection Policy](#)

## 13. Cookies

Our website uses essential and optional cookies. Optional cookies operate only with user consent. See our [Cookie Policy](#) for more information.

## 14. Contact & Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or you have any other query or concern about our data processing, please raise this with us in the first instance.

To make a complaint or raise a concern, please contact our DPO at [admin@gehs.net](mailto:admin@gehs.net).

Alternatively, you may also contact the Information Commissioner's Office (ICO):

- Report a concern online at
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Update and review

We will review this website privacy policy annually.