REACH
LEARNING PROVISION

GDPR POLICY

Date Produced: August 2022

Review Date: September 2023

Next Review Date: September 2024

Introduction

This policy covers all data collected from external agencies, other schools and kept internally as part of the young person's school record. Data is only kept for the purpose of relevant business use. It covers data held electronically as well as paper records. It also covers work completed by students during education sessions.

The REACH Learning Provision is fully compliant with the UK General Data Protection Act (2018) and registered with it ICO.

Principles

The REACH Learning Provision value the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values. We will explore reasonable adjustments in applying this procedure to employees with a disability.

Policy Statement

In line with the UK General Data Protection Act (2018), data will be processed according to the following principles:

- Personal data shall be processed fairly and lawfully
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant, and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and where necessary kept up to date
- Personal data processed for any purpose shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject under the data protection act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.

Use of Data

Access to data is only granted to the Director/Business Manager staff of REACH Learning Provision and information will not be disclosed to any other party without the express permission of the individual or organisation that has supplied the data. The only exception to this is where required by law e.g., requests from the police or courts or should there be a significant child protection issue.

The UK General Data Protection Act (2018) includes provision for individuals and organisations to access data stored about them by making a formal subject access request.

Information of Rights

Information will be provided to parents, as part of our induction process, informing them of their rights regarding information being held about them and their child.

Data Retention

In accordance with the UK General Data Protection Act (2018) documents will not be retained for longer than necessary. The time of retention will be determined by various factors.

Data Security

REACH Learning Provision use encryption email provided by Zivver. More information on Zivver can be found here. This means that any information shared between a commissioning school and ourselves is completely safe and secure

Zivver is a fully compliant company and take data privacy very seriously. We are very happy to have found it partner who shares our same views on keeping people's personal data safe.

To make sure that we are also GDPR complaint in taking vistior's details, we use a GDPR certified logging in book which keeps visitors details private and confidential.

When access to computers is required for repair REACH Learning Provision will only use reputable firms, commissioned through official procurement processes, and will seek assurance of the security of data during and after the access period.

Where access to personal data of any kind is granted to any external agency for example external agencies delivering education to young people, a confidentiality statement will be signed by the external agency to always ensure compliance with pupil confidentiality and the safeguarding of young people.

Paper records are held in lockable cabinets to prevent unauthorised access and only kept for the necessary period

All staff have individual passwords and restricted access to data dependent on roles and responsibilities to ensure data is accessed appropriately.

Breach of Data Protection

In the event of a breach, or a suspected breach, the full details will be sent to the Information Commissioners Officers and an investigation will be carried out by them to establish:

- If a breach has occurred
- The level of risk to the affected parties
- Actions to be taken by them
- Actions to be taken by us