



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

DATA PROTECTION POLICY

Rationale

As an organisation we collect and use personal information about tutors, students, parents or carers and other individuals who come into contact with Educ8. This information is gathered in order to enable us to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the organisation complies with its statutory obligations. This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with 'The General Data Protection Regulation 2016/679', and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored, and destroyed, and irrespective of whether it is held in paper files or electronically. All tutors involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

Definition

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

Data Protection Principles

'The General Data Protection Regulation (GDPR) 2016/679' establishes seven enforceable principles that must be adhered to at all times:

1. **Lawfulness, fairness, and transparency:** Personal data shall be processed lawfully, fairly and in a transparent manner in relation to individuals.
2. **Purpose limitation:** Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
3. **Data minimisation:** Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
4. **Accuracy:** Personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that inaccurate personal data, having regard to the purposes for which they are processed, is erased, or rectified without delay.
5. **Storage limitation:** Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
6. **Integrity and confidentiality:** Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.



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7. **Accountability:** The controller shall be responsible for and be able to demonstrate compliance with 'The General Data Protection Regulation 2016/679'.

Aims

The Company is committed to maintaining the above principles at all times. Therefore, we will:

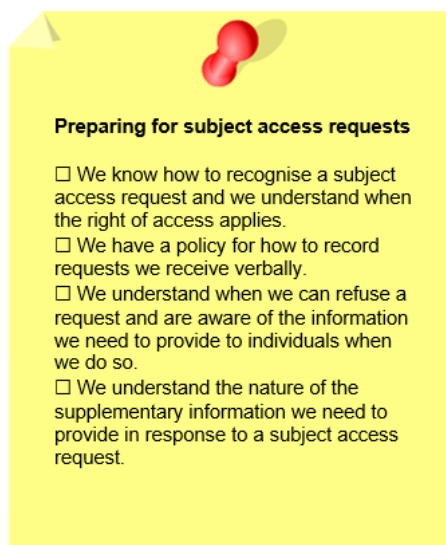
- Inform individuals why the information is being collected when it is collected.
- Inform individuals when their information is shared, why and with whom it was shared.
- Check the quality and the accuracy of the information held.
- Ensure that information is not retained for longer than is necessary.
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely.
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft, and unauthorised disclosure, irrespective of the format in which it is recorded.
- Share information with others only when it is legally appropriate to do so.
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- Ensure our tutors are aware of and understand our policies and procedures.

Practice

Subject Access Requests:

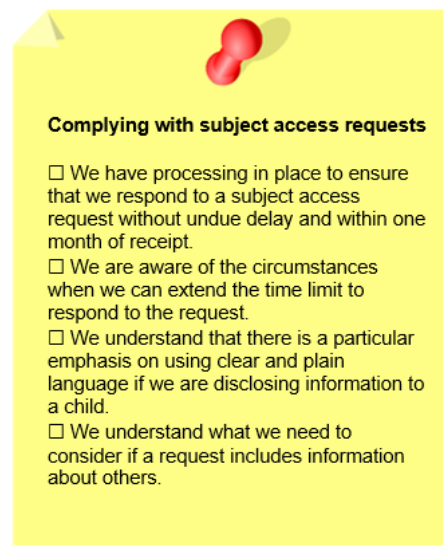
The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why you are using their data and check that you are doing so lawfully.

Checklist



Preparing for subject access requests

- We know how to recognise a subject access request and we understand when the right of access applies.
- We have a policy for how to record requests we receive verbally.
- We understand when we can refuse a request and are aware of the information we need to provide to individuals when we do so.
- We understand the nature of the supplementary information we need to provide in response to a subject access request.



Complying with subject access requests

- We have processing in place to ensure that we respond to a subject access request without undue delay and within one month of receipt.
- We are aware of the circumstances when we can extend the time limit to respond to the request.
- We understand that there is a particular emphasis on using clear and plain language if we are disclosing information to a child.
- We understand what we need to consider if a request includes information about others.



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There are two distinct rights of access to information held by schools about students:

1. Under 'The General Data Protection Regulation 2016/679' any individual has the right to access their personal data.
2. The right of those entitled to have access to curricular and educational records as defined within The Education (Pupil Information) (Wales) Regulations 2004.

The Data Protection Policy should be read in conjunction with our Central Record Policy.

References:

Education Student Information Regulations (2004)
Education (Supply of Information about the School Workforce) Regulations (2007)
Education Act (2005)
Education and Inspection Act (2006)
The Data Protection Act (2018)
The General Data Protection Regulation (2018)
Keeping Children Safe in Education (2022)

N K Jones
Review Date

September 2023
September 2024