

# Privacy Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



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|------------|------------|----------------|----------------|
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## Table of Contents

|                                                  |   |
|--------------------------------------------------|---|
| 1. Introduction                                  | 3 |
| 2. Policy Objectives                             | 3 |
| 3. Data Protection Principles                    | 3 |
| 4. Data We Collect                               | 4 |
| 4.1 Categories of Data                           | 4 |
| 5. Lawful Basis for Processing                   | 4 |
| 6. How We Use Your Data                          | 4 |
| 7. Sharing Data                                  | 5 |
| 7.1 Internal Sharing                             | 5 |
| 7.2 External Sharing                             | 5 |
| 8. Data Security and Breach Management           | 5 |
| 8.1 Security Measures                            | 5 |
| 8.2 Breach Response                              | 5 |
| 9. Retention Policy                              | 5 |
| 10. Data Subject Rights                          | 6 |
| 11. Special Provisions for SEND and Safeguarding | 6 |
| 11.1 SEND Data:                                  | 6 |
| 11.2 Safeguarding:                               | 6 |
| 12. Monitoring and Review                        | 6 |
| 13. Contact Information                          | 6 |

# PRIVACY POLICY

## 1. INTRODUCTION

Hatfield Wick Education (HWE) is committed to safeguarding the privacy and security of personal data in compliance with the **UK General Data Protection Regulation (UK GDPR)**, **Data Protection Act 2018**, and other relevant legislation. This policy explains how we collect, use, and manage personal data to ensure transparency, fairness, and compliance with best practices.

This policy integrates safeguarding principles under **KCSIE**, equality considerations under the **Equality Act 2010**, and specific adjustments for learners with SEND as outlined in the **SEND Code of Practice**.

## 2. POLICY OBJECTIVES

This policy aims to:

- 2.1 Ensure compliance with UK GDPR, the Data Protection Act 2018, and regulatory requirements, including those of Ofsted and awarding organisations such as NCFE.
- 2.2 Protect personal data from misuse, unauthorised access, loss or breaches.
- 2.3 Promote transparency in the processing and management of personal data.
- 2.4 Provide clear guidelines for handling sensitive information, particularly regarding safeguarding and SEND-related data.

## 3. DATA PROTECTION PRINCIPLES

HWE adheres to the following principles for data management:

- 3.1 **Lawfulness, Fairness, and Transparency:** Data is processed lawfully, fairly, and transparently.
- 3.2 **Purpose Limitation:** Data is collected for specified, legitimate purposes only.
- 3.3 **Data Minimisation:** Only data necessary for the intended purpose is collected.
- 3.4 **Accuracy:** Data is accurate and kept up to date.
- 3.5 **Storage Limitation:** Data is retained only for as long as necessary.
- 3.6 **Security:** Data is stored and processed securely to prevent unauthorised access or breaches.
- 3.7 **Accountability:** Hatfield Wick Education will take responsibility for, and be able to demonstrate compliance with, these principles.

## 4. DATA WE COLLECT

### Categories of Data

HWE collects and processes the following types of personal data:

- **Personal Details:** Name, date of birth, gender, and contact information.
- **Special Categories of Data:** Health information, SEND data safeguarding records, ethnicity where required.
- **Educational Records:** Attendance, performance, assessments, progress and behavioural data.
- **IT and Communications:** Usage data for monitoring and security purposes.
- **Emergency Information:** Contacts and family lifestyle data.

## 5. LAWFUL BASIS FOR PROCESSING

HWE processes personal data under the following lawful bases:

- **Public task:** The provision of education and learner welfare
- **Contract:** Fulfillment of obligations under enrolment agreements.
- **Legal Obligation:** Compliance with statutory requirements (e.g., safeguarding).
- **Vital Interests:** Protection of individuals in emergencies.
- **Legitimate Interests:** Supporting organisational operations and learner success.

Consent will not be relied upon where another lawful basis is more appropriate.

## 6. HOW WE USE YOUR DATA

Data is used for the following purposes:

- Delivering education, assessments, learner support and extracurricular activities.
- Monitoring learner progress, attendance and wellbeing.
- Safeguarding and welfare support, including SEND provision.
- Meeting regulatory requirements for inspections and reporting.
- Conducting statistical analysis for diversity and inclusion purposes.

## 7. SHARING DATA

### Internal Sharing

Data is shared within HWE on a need-to-know basis to support education delivery, safeguarding, and learner welfare.

### External Sharing

HWE shares data with authorised third parties, including:

- Local authorities, NHS, and social services for safeguarding purposes.
- Awarding bodies (e.g., NCFE) for assessment, moderation, and certification.
- On-roll schools, and commissioning bodies.
- IT and professional service providers operating under data processing agreements.

Data is shared only where there is a lawful basis and it is necessary and proportionate.

## 8. DATA SECURITY AND BREACH MANAGEMENT

### Security Measures

HWE employs appropriate technical and organisational measures, including:

- Secure access controls.
- Encryption of sensitive data.
- Regular audits of data access and usage.
- Secure storage of physical and digital records.

### Breach Response

In the event of a data breach:

- Immediate action will be taken to contain and assess the breach .
- The Data Protection Officer (DPO) will determine next steps.
- The **Information Commissioner's Office (ICO)** is informed within 72 hours if required.
- Affected individuals will be informed where there is a high risk to their rights and freedoms.

## 9. RETENTION POLICY

Data is retained in accordance with HWE's **Data Retention Policy** and statutory guidance. This includes:

- Safeguarding records: Retained for as long as legally required.
- Educational records: Retained for three years post-enrolment unless otherwise necessary.
- Financial records: Retained for six years for auditing purposes.

## 10. DATA SUBJECT RIGHTS

Under UK GDPR, data subjects have the right to:

- 10.1 **Access:** Request copies of their personal data.
- 10.2 **Rectification:** Correct inaccuracies.
- 10.3 **Erasure:** Request deletion of data under specific conditions.
- 10.4 **Restriction:** Limit processing of their data.
- 10.5 **Objection:** Object to specific processing activities.

Requests will be responded to within statutory timescales.

## 11. SPECIAL PROVISIONS FOR SEND AND SAFEGUARDING

### SEND Data:

- Managed securely and shared only when essential for support or legal compliance.
- Adjustments are made to ensure accessibility and inclusivity in data collection and processing.

### Safeguarding:

- The **Designated Safeguarding Lead (DSL)** ensures compliance with KCSIE in handling safeguarding data.
- Safeguarding data may be shared without consent where required to protect a child or comply with statutory duties.

## 12. MONITORING AND REVIEW

- 12.1 **Annual Review:** The Privacy Policy is reviewed annually to reflect legislative updates and best practices.
- 12.2 **Feedback:** Stakeholder feedback is incorporated into policy revisions.

## 13. CONTACT INFORMATION

For questions or concerns regarding this policy, contact:

**Data Protection Officer (DPO):** Katie Blackmore

**Email:** [info@hatfieldwickededucation.org](mailto:info@hatfieldwickededucation.org)



This policy ensures compliance with data protection regulations while safeguarding the privacy, welfare, and rights of all learners and stakeholders.