

DATA PROTECTION POLICY

Introduction

Century Training collects and uses certain types of personal information about staff, pupils, parents and other individuals who come into contact with the Academy in order to provide education and associated functions. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies. This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) 2018 and the Data Protection Act 2018 and other related legislation. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

Data Protection Principles

Data Protection Principles as laid down in the UK GDPR 2018 must always be followed:

1. Data must be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specific and lawful purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
4. Personal data shall be accurate and where necessary kept up to date.
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subjects under the UK GDPR 2018.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country outside the UK unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Century Training is always committed to maintaining those principles. This means that the Academy will:

- tell you what purposes we will use information for when we collect it
- if information will be shared, we will tell you why, with whom and under what circumstances

- check the quality and accuracy of the information we hold
- ensure that when information is authorised for disposal it is done appropriately
- ensure appropriate security measures to safeguard personal information whether that is held in paper files or electronically
- share personal information with others when it is necessary and legally appropriate to do so
- set out clear procedures for responding to requests for access to personal information known as subject access in the UK GDPR
- train our staff so that they are aware of our policies and procedures

This policy will be updated annually to reflect best practice or amendments made to the UK GDPR 2018 and Data Protection Act 2018.

Contacts

Please contact Abby Tovell, the DCO/Centre Manager, if you have any concerns or questions in relation to this policy, or contact the Director who will also act as the contact point when the DCO is not available for any requests under the Data Protection Act.

Further advice and information, including a full list of exemptions, is available from the Information Commissioner: www.ico.org.uk

Complaints

Complaints about the operation of these procedures should be made to the Centre Manager who will decide if it is appropriate for the complaint to be dealt with under the Academy's complaint procedure.

Complaints which are not dealt with under Century Training's complaint procedure should be forwarded in writing to the Information Commissioner.

Appendix 1 – Procedures for Responding to Requests for Personal Information in Accordance with the UK GDPR 2018

Anybody who makes a request to see their file, their child's file, or other personal data held on them is making a request under the UK GDPR 2018. All information relating to the child including that held in day books, diaries, emails, or other electronic systems should be considered for disclosure.

There is a statutory exception to the above where parents do have an automatic right to access defined materials under The Education (Academy Records) Regulations 1989. Century Training

will observe these statutory rights. If there is a current court order which relates to information regarding any child, that order must be observed.

Dealing with a Data Protection Request

1. A request under UK GDPR 2018 must be made in writing.
2. In many cases a letter to the Centre Manager will be sufficient to identify the information required. If the Centre Manager cannot identify the information required from the initial request, they can ask the applicant for more information.
3. The Centre Manager must be confident of the identity of the individual making the request. This could include checking signatures against verified signatures on file or asking the applicant to produce valid identification, such as a passport or photo-driving licence. These checks should be done in addition to proof of relationship with the child.
4. An individual only has the automatic right to access information about themselves. Requests from family members, carers or parents of a minor will have to be considered. The Centre Manager will ensure the child's welfare is appropriately considered in deciding whether to comply with a request. Normally the requester must prove both their relationship with the child and that disclosure is in the child's best interests. In the event of a child having sufficient capacity to understand (normally age 12 or above), the Centre Manager should discuss the request with the child and take their views into account. A child may refuse consent to a request.
5. Century Training may charge a statutory fee, currently calculated on a sliding scale, but only if a permanent copy of the information is provided. The 40-calendar day statutory timescale does not begin until the fee is received.
6. Century Training will make use of exemptions under the Act as appropriate. All files must be reviewed before disclosure.
7. Where information has been provided by a third party, consent should be sought before disclosure. If consent is withheld, the data may still be disclosed where legally appropriate, with additional advice if needed.
8. The applicant should be informed of the data Century Training holds, the purposes for which it is processed, and any sharing of that data.
9. Where all data in a document cannot be disclosed, a permanent copy should be made with sensitive data obscured, or retyped if more sensible. A copy of the original and altered document should be retained with reasons.
10. Information can be provided by post (registered mail) or on deposit at Century Training.
11. Century Training should monitor requests and ensure they are dealt with within 40-calendar days.

Internet, Phone and Photography

- No learner attending Century Training Academy will have access to the internet.
- No learners are permitted to use any computers or laptops.
- Mobile phones are kept on the learners as a way of building trust.
- No photos are to be taken of any learner without consent from parents/carers and the learner. Parents/carers do not have to sign if the learner is over 18 years old.