



Everso Training Ltd

Data Protection Policy

Leading Excellence Consultancy and Training Ltd believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control, and evaluation is vital to whole-organisation and individual progress. The organisation collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary, and the organisation will keep parents fully informed of the how data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the organisation needs. Through effective data management we can monitor a range of organisation provisions and evaluate the wellbeing and academic progression of our organisation body to ensure that we are doing all that we can to support both staff and students.

1. Our promise

In line with the Data Protection Act 1998, and following principles of good practice when processing data, the organisation will:

- ensure that data is fairly and lawfully processed
- process data only for limited purposes
- ensure that all data processed is adequate, relevant and not excessive
- ensure that data processed is accurate
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection.

There may be circumstances where the organisation is required either by law or in the best interests of our students or staff to pass information onto external authorities, for example our local authority, Ofsted, or the department of health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

Under no circumstances will the organisation disclose information or data:

- that would cause serious harm to the child or anyone else's physical or mental health or condition
- indicating that the child is or has been subject to child abuse or may be at risk of it, where the disclosure would not be in the best interests of the child
- recorded by the pupil in an examination
- that would allow another person to be identified or identifies another person as the source, unless the person is an employee of the organisation or local authority or has given consent, or it is reasonable in the circumstances to disclose the information without consent. The exemption from disclosure does not apply if the information can be edited so that the person's name or identifying details are removed
- in the form of a reference given to another organisation or any other place of education and training, the child's potential employer, or any national body concerned with student admissions.

2. Requesting data

Pupils have a right under the Data Protection Act to request information that the organisation has collected about them by any data controller.

Educational record

A pupil can request, in writing, to see their educational record, and the organisation will comply within 40 calendar days. This record may include:

- a statement of special educational needs
- their personal education plan (PEP) – the document provided by social care to the organisation if a child is looked-after
- a record of information kept by the organisation, for example relating to behaviour or family background, which:
 - is processed by or on behalf of the governing body or a teacher at any maintained or special organisation
 - relates to a past or present pupil
 - originates from any employee at the LA that maintains the organisation, or is supplied by or on behalf of them
 - originates from any teacher or other employee at the pupil's organisation or former organisation (in the case of a voluntary aided, foundation or foundation special organisation or a special organisation not maintained by a LA), or is supplied by or on behalf of them
 - originates from the pupil to whom the record relates or the pupil's parent, or is supplied by or on behalf of them

A parent or carer can request to see their child's educational record, or request it on behalf of their child, in writing. The information will be presented within 15 days of the request. If there is a cost of retrieving the information, for example if a copy must be made, the governing body may charge the parent amount that it will cost but no more. Other than this, there will be no charge for the information requested.

Privacy notice

The organisation will issue a privacy notice to all pupils and staff when they join first the organisation. This will refer pupils, parents, and staff to our local authority website where you can find all the information about what data is collected and how it is used.

The organisation will not collect or process the biometric data of any pupil without parental consent. This includes fingerprint identification and also covers iris and retina scanning, and face recognition. If the organisation wishes to collect this information parents will be contacted for consent. This request for consent will include full explanation about the type of biometric information that will be taken and how it will be used, as well as an explanation of the parents' and pupil's right to refuse or withdraw their consent.

Staff

We are legally obliged to protect certain information on our staff. Organisation staff have a right to see records of their personal information. Staff who wish to access this information can make a subject access request under the Data Protection Act 1998. Disclosure of these records will be made once third party information has been removed in accordance with the Data Protection Act 1998.

3. Access to data and disclosure

Third parties

Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless it is obliged by law or in the best interest of the child. Data may be disclosed to the following third parties without consent:

- **Other organisations**
If a pupil transfers from Everso Training Ltd to another organisation, their academic records and other data that relates to their health and welfare will be forwarded onto the organisation. This will support a smooth

transition from one organisation to the next and ensure that the child is provided for as is necessary. It will aid continuation which should ensure that there is minimal impact on the child's academic progress as a result of the move.

- **Examination authorities**

This may be for registration purposes, to allow the pupils at our organisation to sit examinations set by external exam bodies.

- **Health authorities**

As obliged under health legislation, the organisation may pass on information regarding the health of children in the organisation to monitor and avoid the spread of contagious diseases in the interest of public health.

- **Police and courts**

If a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.

- **Social workers and support agencies**

In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies.

- **Educational division**

Organisations may be required to pass data on in order to help the government to monitor the national educational system and enforce the Education Act.

Company staff

Company staff will have restricted access to pupils' personal data and will be given access only on a 'need to know' basis in the course of their duties within the organisation. All staff are well informed of the Data Protection Act and how their conduct must correspond with this. Staff will use data only for the purpose of which it was collected, and any staff that are found to be acting intentionally in breach of this will be disciplined in line with the seriousness of their misconduct.

4. Location of information and data

Hard copy data, records, and personal information should be stored out of sight and in a locked cupboard no matter what format it is in. The only exception to this is medical information that may require immediate access during the organisation day. This will be stored in the admin office.

Sensitive or personal information and data should ideally not be removed from the organisation site, however the organisation acknowledges that some staff may need to transport data between the organisation and their home in order to access it for work in the evenings and at weekends. This may also apply in cases where staff have offsite meetings, or are on organisation visits with pupils. The following guidelines are in place for staff in order to reduce the risk of personal data being compromised:

- Paper copies of data or personal information should not be taken off the organisation site. If these are misplaced they are easily accessed. If there is no way to avoid taking a paper copy of data off the organisation site, the information should not be on view in public places, or left unattended under any circumstances.
- Unwanted paper copies of data, sensitive information or pupil files should be shredded. This also applies to handwritten notes if the notes reference any other staff member or pupil byname.
- Care must be taken to ensure that printouts of any personal or sensitive information are not left in printer trays or photocopiers.

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- If information is being viewed on a PC, staff must ensure that the window and documents are properly shut down before leaving the computer unattended. Sensitive information should not be viewed on public computers.
 - If it is necessary to transport data away from the organisation, it should be downloaded onto a USB stick. The data should not be transferred from this stick onto any home or public computers. Work should be edited from the USB, and saved onto the USB only.
 - USB sticks that staff use must be password protected.

These guidelines are clearly communicated to all organisation staff, and any person who is found to be intentionally breaching this conduct will be disciplined in line with the seriousness of their misconduct.

5. Retention of data

The organisation will not keep personal data on pupils for any longer than is necessary. Information such as statistical data, and information that is collected to be kept as part of organisation records, will be kept by the organisation even after the child leaves.

It is very important that all examination results certificates and records indicating the progress of a student are safely kept by their parents/carers as the organisation cannot guarantee that this information will be kept indefinitely by the organisation.

The organisation cannot guarantee that any information will be kept by the organisation indefinitely, although records are usually kept for a period of *5 years* after the child has left the organisation.

Signed by

_____ **Chair of directors**

Date:

This policy will be reviewed in January 2019