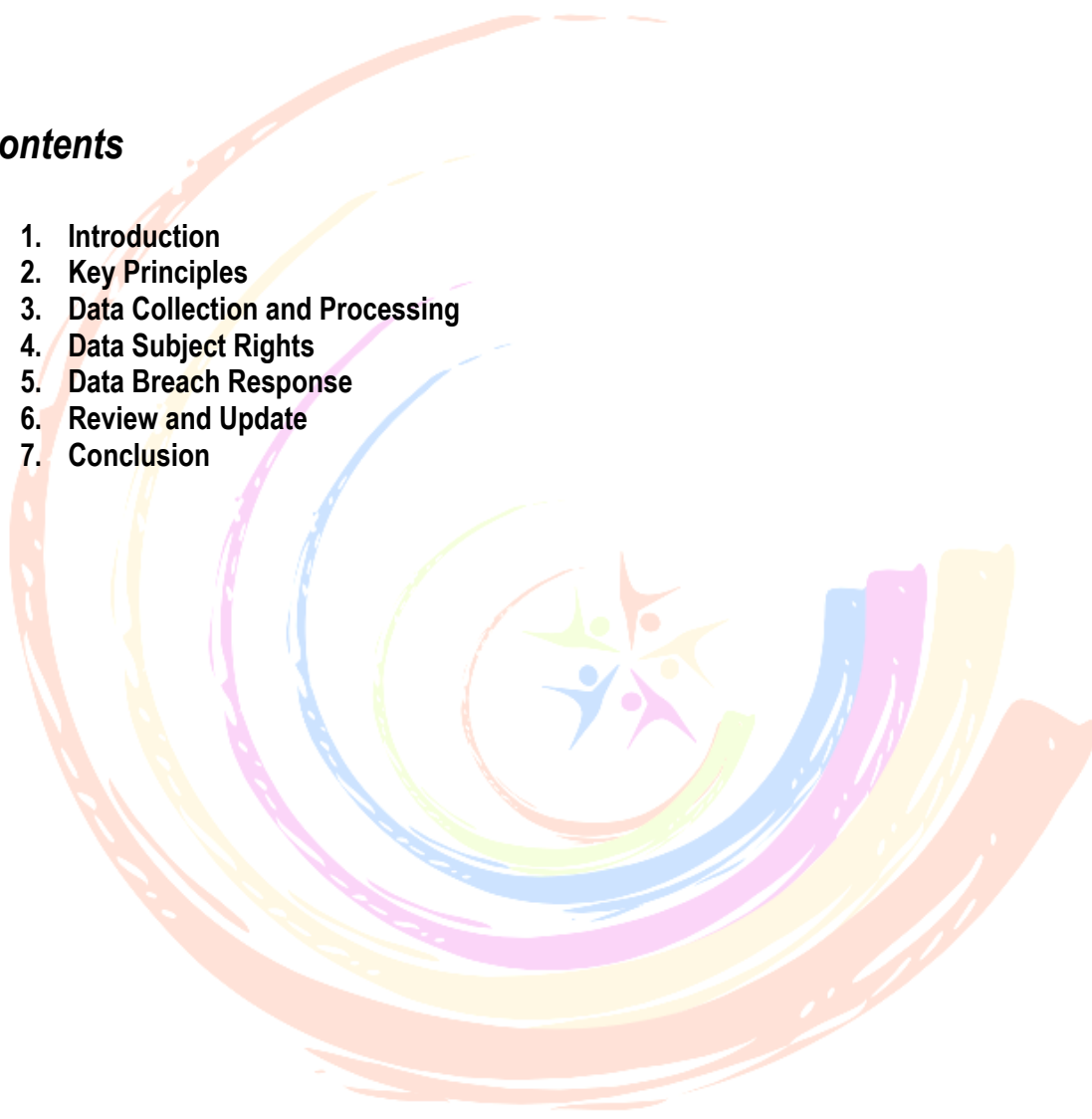




GDPR and Data Protection Policy

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1. Introduction

HOPECFI SEND Alternative Provision is committed to ensuring the privacy, confidentiality, and security of personal data collected, processed, and stored as part of our operations. This GDPR and Data Protection Policy outlines our commitment to compliance with the General Data Protection Regulation (GDPR) and relevant data protection laws, as well as our procedures for safeguarding personal data.

This policy applies to all staff, volunteers, contractors, and third parties who handle personal data on behalf of HOPECFI SEND Alternative Provision. It covers all personal data processing activities conducted by the provision, including data collected from children, parents/carers, staff, and other stakeholders.

2. Key Principles

Our approach to GDPR and data protection is guided by the following principles:

Lawfulness, Fairness, and Transparency:

We process personal data lawfully, fairly, and transparently, ensuring that individuals are informed about how their data is used.

Purpose Limitation:

We collect and process personal data for specified, explicit, and legitimate purposes, and we do not use data for purposes incompatible with those purposes.

Data Minimisation:

We only collect and retain personal data that is necessary for the purposes for which it is processed, and we ensure that data is accurate and up-to-date.

Security and Confidentiality:

We implement appropriate technical and organisational measures to ensure the security and confidentiality of personal data, protecting it against unauthorized or unlawful processing and accidental loss, destruction, or damage.

Accountability and Compliance:

We take responsibility for compliance with GDPR and data protection laws, including implementing policies, procedures, and measures to demonstrate compliance.

3. Data Collection and Processing

We collect and process personal data for specified purposes, including admissions, educational provision, safeguarding, and administrative purposes.

We obtain consent from individuals before collecting and processing their personal data, where required by law or where processing is based on consent.

We ensure that personal data is accurate, complete, and up-to-date, and we take steps to rectify or erase inaccurate or outdated data as necessary.

- **Data Security Measures**



We implement technical and organisational measures to ensure the security of personal data, including encryption, access controls, and regular security assessments.

We restrict access to personal data to authorised personnel who have a legitimate need to access the data for the performance of their duties.

- **Data Retention and Disposal**

We retain personal data only for as long as necessary for the purposes for which it was collected, in accordance with our data retention schedule and legal requirements.

We securely dispose of personal data when it is no longer needed, using appropriate methods to prevent unauthorized access or disclosure.

4. Data Subject Rights

We respect the rights of data subjects, including the right to access, rectification, erasure, restriction of processing, data portability, and objection to processing.

We provide mechanisms for data subjects to exercise their rights, including designated points of contact and procedures for handling data subject requests.

5. Data Breach Response

We have procedures in place to detect, report, and investigate data breaches, and we notify affected individuals and the relevant supervisory authority as required by law.

6. Review and Update

We provide training and awareness programs for staff, volunteers, and contractors on GDPR and data protection requirements, policies, and procedures.

We regularly review and update this GDPR and Data Protection Policy to ensure its effectiveness and compliance with changes in legislation and best practices.

7. Conclusion

HOPECFI SEND Alternative Provision is committed to protecting the privacy and confidentiality of personal data in accordance with GDPR and data protection laws. This policy outlines our commitment to compliance, security, and accountability in handling personal data.

