



Data Protection Policy
Policy for Alternative Provision Providers used by County
Durham Schools

Reviewed:	Reviewed By:	
	Name:	Signature:
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Introduction

Education Plus NE is committed in following the Data Protection Act. We provide, maintain, and promote excellence in all Data Protection practises. The data covered in the policy includes, but is not limited to, electronic information, paper information and other media. This policy applies to all employees, management, contractors, business partners, and any other parties who have access to company data.

Aim of the policy

The aim of this policy is to ensure that Education Plus fully complies with its legal obligations in relation to the protection of personal data related to employees, partners and learners, and to set out the requirements in line with the Data Protection Act (1998).

Education Plus NE will:

- Process data fairly and lawfully.
- Obtain data only for one or more specific and lawful purposes and shall not be processed in any matter incompatible with those purposes.
- Ensure personal data shall be adequate, relevant, and not excessive in relation to the purpose(s) for which they are processed.
- Ensure data is accurate and where necessary kept up to date.
- Ensure data will not be kept for longer than is necessary for that purpose.
- Ensure data is processed in accordance with the rights of data subjects under the 1998 Data Protection Act.
- Ensure personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act.
- Ensure personal data shall be subject to appropriate technical and organisational measures to protect against unauthorised or unlawful processing and accidental loss, destruction, or damage.
- Ensure personal data shall not be transferred to a country outside the EEA, 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 any personal data and/or sensitive personal data.
- Ensure all Education Plus personnel are aware of the company priority given to data protection.

Sensitive Data

Education Plus NE might hold information that is deemed 'sensitive data', this includes information relating to:

- Racial or ethnic origin
- Political opinions
- Religious beliefs or beliefs of a similar nature
- Trade Union Membership
- Physical or mental condition
- The commission or alleged commission of any offence or any proceedings relating to an offence.

Accessing Data

Stakeholders have the right to access any data which is held about them and to request alterations to be made to anything that is inaccurate. Stakeholders have the right to receive the information in a form that is intelligible.

Employees wishing to access such data should write to his/her line manager, setting out the information that the employee wants to see. Learners wishing to access such data should put their request in writing to a Director of Education Plus NE. Information that shall not be revealed is:

- Information that also discloses information about another identifiable individual.
- Confidential references given by Education Plus NE Limited
- Information relating to management planning or forecasting where disclosure would prejudice the conduct of the business
- Information relating to Education Plus NE Limited's intentions relating to negotiations where disclosure might prejudice those negotiations.

Halting Information Gathering

An employee/learner is entitled to give notice to Education Plus asking it to stop (or not begin) processing any personal data of which s/he is the data subject. This can only be done where the process is causing, or would be likely to cause, substantial and unwarranted damage or distress. This right is not allowed where the employee/learner has already consented, or the processing is necessary for the performance of a contract or to comply with legal obligation.

If Education Plus received such notice it will respond within 21 days.

Responsibility

Directors are responsible for communicating this policy to all stakeholders. All Directors to take a lead role in monitoring and reviewing this policy. All staff, including senior leadership, teaching and non-teaching staff, have a duty to support, uphold and implement this policy accordingly.