

## Data Protection Policy

Data Protection Policy	
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Policy prepared by	SLT
Policy Approved by	CEO – Judith Allen
Complaints Lead	Nick Preston – <a href="mailto:npreston@education-wise.org">npreston@education-wise.org</a> - 0117 379 0450
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## 1. Introduction

This document will set out Educationwise Academy's duties in relation to Data Protection as it carries out its duties as an education and training provider.

Educationwise Academy is registered with the Information Commissioner's Office, registration number: ZA506544.

The Responsible Officer for this policy is the CEO, and they have responsibility for implementing and carrying out the requirements of this policy.

## 2. What Data May We Store About You?

As part of our role in delivering apprenticeships, training courses, and employment-related services, we may collect and store the following categories of personal information:

- **Personal Information:** Name, date of birth, age, address, postcode, and contact details, primarily used for communication, enrolment, attendance tracking, and administrative purposes.
- **Sensitive Information:** In some cases, we may collect information about your race, ethnicity, religion, personal circumstances, health, or disabilities, in order to support your learning and well-being and to comply with legal obligations.
- **Criminal Records Data:** Information about criminal convictions and offences may be processed if necessary for certain legal or safeguarding purposes.

## 3. Sources of Personal Data

We collect personal data from various sources, including:

- **From You:** Information provided directly during registration or communication.
- **Other Organisations:** Data received from employers, work placement providers, or funding bodies.
- **Parents, Guardians, or Carers:** Where necessary for learners under 18 or those with legal guardianship.
- **Schools and Colleges:** For learners recently attending educational institutions, data such as academic history or specific educational needs may be provided.

## 4. Lawful Basis for Processing

Educationwise Academy processes personal data under the following lawful bases:

- **Legitimate Interest:** For the administration and management of apprenticeships, employment, or training activities.
- **Consent:** For marketing communications, we collect personal data such as names and email addresses. Consent is collected explicitly, and individuals may withdraw it at any time.
- **Legal Obligation:** For certain types of processing, such as safeguarding, health and safety, and equal opportunities monitoring, compliance with legal obligations serves as the basis for processing.

## 5. Data Retention

We retain personal data as follows:

- **Learner Data:** 6 years following the completion of EPA, in line with ESFA guidelines.
- **Employee Data:** Retained for the period necessary for employment purposes, as outlined in privacy notices.
- **Marketing Data:** Retained until consent is withdrawn.

When data is no longer required, it will be securely deleted or destroyed.

## 6. How Do We Store Your Data?

Educationwise Academy takes the security of your personal data seriously. We store data securely through:

- **Computer Databases:** Data is stored in secure electronic systems with access restricted to authorised personnel.
- **Encryption and Access Controls:** We use strong encryption, password protection, and role-based access controls to ensure data security.

## 7. Who Can Access Your Data?

Access to personal data is restricted to authorised individuals directly involved in the delivery of education, training, or employment services. These include:

- **Training Coaches and Tutors:** For learner support and guidance.
- **Administrative Staff:** For enrolment, progress tracking, and other administrative functions.

Data may also be shared with external parties such as regulatory bodies (e.g., Ofqual, ESFA, Ofsted), but only when necessary to fulfil legal obligations or agreements.

## 8. Data Subject Rights

Under data protection law, individuals have several rights regarding their personal data, which include:

- **Right to Access:** Requesting access to personal data through a Subject Access Request (SAR).
- **Right to Rectification:** Requesting corrections to inaccurate or incomplete data.
- **Right to Erasure:** Requesting deletion of personal data when it is no longer necessary.
- **Right to Restrict Processing:** Requesting that we stop processing your data in certain circumstances.
- **Right to Object:** Objecting to the processing of your data on legitimate grounds.
- **Right to Data Portability:** Receiving a copy of your data in a portable format for your own use.

Requests for data access, correction, or deletion can be made by contacting [info@educationwise.org](mailto:info@educationwise.org).

## 9. Data Breach Reporting

In the event of a data breach that poses a risk to individuals' rights and freedoms:

- **Reporting to the ICO:** We will notify the Information Commissioner's Office (ICO) within 72 hours of becoming aware of the breach.
- **Notifying Individuals:** If a breach is likely to result in high risk to data subjects, we will notify those affected as soon as possible, providing details of the breach and the actions taken to mitigate its impact.

## 10. Third-Party Processors

Where Educationwise Academy engages third-party processors (such as cloud storage providers or service contractors), we ensure that:

- **Data Processing Agreements** are in place, ensuring compliance with data protection regulations.
- **Adequate Security:** Third parties implement strong data security protocols aligned with our own.

## 11. International Data Transfers

In cases where personal data is transferred outside the UK or the EEA:

- **Safeguards:** Standard Contractual Clauses (SCCs), Binding Corporate Rules (BCRs), or adequacy decisions are implemented to protect data during transfer.

## 12. Accuracy of Personal Data

Educationwise Academy ensures that personal data is accurate and kept up-to-date. Data subjects are encouraged to inform us of any changes to their personal information. Requests to update data should be made in writing to [info@education-wise.org](mailto:info@education-wise.org).

## 13. Security Measures

Educationwise Academy implements the following data security measures:

- **Encryption** for data at rest and in transit.
- **Password Protection** and **Access Control Policies** to limit data access to authorised staff.
- **Staff Training** on information security and data protection.

## 14. Processing Special Category and Criminal Records Data

Where special categories or criminal records data are processed, Educationwise Academy will:

- **Obtain explicit consent** where necessary.
- **Process data only where legally required**, such as for equal opportunities monitoring or safeguarding vulnerable learners.
- **Limit access** to this data to only those with a legitimate business need.

## 15. Confidentiality

All employees and contractors are required to maintain confidentiality at all times. A breach of confidentiality is treated as gross misconduct and may result in disciplinary action, including dismissal.

## 16. Rights to Lodge a Complaint

If you believe that Educationwise Academy has not complied with your data protection rights, you have the right to:

- **File a Complaint:** Contact the Complaints Lead (Nick Preston) or submit a complaint through our Complaints Policy.
- **Contact the ICO:** You can also lodge a complaint with the ICO at [www.ico.org.uk/global/contact-us/](http://www.ico.org.uk/global/contact-us/) or call 0303 123 1113.

## 17. Review Cycle

This policy will be reviewed annually and updated accordingly by The Senior Management Team for approval by the governance board. The CEO will hold overall responsibility and ownership for this policy.