

1. Introduction SPaCE (Specialist Provision and Cohesive Education) is committed to protecting the privacy and personal data of all individuals, including learners, parents, staff, and stakeholders. This policy outlines how SPaCE collects, processes, stores, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Legal Framework This policy is governed by the following legislation:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Education Act 1996
- Children Act 1989 & 2004
- Keeping Children Safe in Education (KCSIE) – latest edition

SPaCE follows guidance from the Information Commissioner's Office (ICO) and the Department for Education (DfE) regarding data protection responsibilities.

3. Principles of Data Protection SPaCE adheres to the following key principles when processing personal data:

1. **Lawfulness, Fairness, and Transparency** – Data is collected and processed lawfully and fairly.
 2. **Purpose Limitation** – Data is only used for the specified purposes.
 3. **Data Minimisation** – Only the necessary amount of data is collected and retained.
 4. **Accuracy** – Data is kept accurate and up to date.
 5. **Storage Limitation** – Data is stored for only as long as necessary.
 6. **Integrity and Confidentiality** – Data is kept secure.
 7. **Accountability** – SPaCE takes responsibility for compliance with data protection laws.
-

4. Data Collection and Use SPaCE collects personal data for the following purposes:

- Learner records (e.g., name, date of birth, SEND status, safeguarding information)
- Staff records (e.g., employment details, training records, DBS checks)
- Parent/guardian information (e.g., contact details, emergency contacts)



- Medical and special educational needs data
- Attendance and behavioural records
- Financial data (for billing and funding purposes)

The legal bases for processing personal data include:

- Performance of a contract (e.g., employment contracts)
- Legal obligation (e.g., safeguarding and education laws)
- Legitimate interest (e.g., operational requirements)
- Consent (e.g., marketing or optional surveys)

5. Data Storage and Security SPaCE ensures that personal data is stored securely using the following methods:

- **Electronic Data:** Stored on encrypted, password-protected systems with access control.
- **Paper Records:** Kept in locked cabinets with restricted access.
- **Cloud Storage:** Utilises secure servers with data encryption.
- **Data Transfers:** Secure file transfer protocols are used to share data.

Access to data is limited to authorised personnel, and regular security audits are conducted to prevent data breaches.

6. Data Sharing SPaCE only shares data with third parties when legally required or when necessary for educational support and safeguarding. These may include:

- Local authorities (e.g., SEND teams, social services)
- Educational institutions (e.g., schools, colleges)
- External service providers (e.g., therapy services, examination boards)
- Law enforcement agencies (when required for legal reasons)

Data is only shared under strict confidentiality agreements and in compliance with data protection laws.

7. Data Retention SPaCE follows the DfE's data retention guidelines, ensuring data is only kept for as long as necessary. Retention periods include:

- Learner records: Retained for the duration of education plus 5 years.
- Safeguarding records: Retained until the learner is 25.



- Staff records: Retained for 6 years after employment ends.
- Financial records: Retained for 7 years for auditing purposes.

After the retention period, data is securely deleted or destroyed.

8. Data Subject Rights Under UK GDPR, individuals have the following rights:

- **Right to Access** – Request a copy of personal data held.
- **Right to Rectification** – Request corrections to inaccurate data.
- **Right to Erasure** – Request deletion of data where applicable.
- **Right to Restrict Processing** – Limit how data is used in certain circumstances.
- **Right to Data Portability** – Request data in a transferable format.
- **Right to Object** – Object to data processing under certain conditions.
- **Rights Related to Automated Decision-Making** – Challenge decisions made solely by automated processes.

Requests can be made in writing to the Data Protection Officer.

9. Data Breach Procedures In the event of a data breach, SPaCE will:

1. Identify and contain the breach.
 2. Assess the impact and risk.
 3. Notify affected individuals if necessary.
 4. Report to the ICO within 72 hours if required.
 5. Take steps to prevent future breaches.
-

10. Data Protection Officer (DPO) SPaCE has appointed a Data Protection Officer (DPO) to oversee compliance with data protection laws.

DPO Contact Information: Dene Terry dene@spacealg.co.uk 07710642151

11. Policy Review and Monitoring This policy is reviewed annually by SPaCE's leadership team and updated in accordance with legislative changes. Any updates will be communicated to staff, learners, and parents.

For further inquiries about this policy, please contact the Data Protection Officer.



Issued 01/10/2024

Review 01/10/2025

Signed Dene Terry *DBTerry*

Signed Siobhan Bunce *Siobhan Bunce*