



Data Protection Policy

Educreate Learning

1. Purpose

Educreate is committed to protecting the privacy and personal data of all individuals we work with, including students, parents/carers, school staff, partners, and community participants. This policy outlines how we collect, use, store, and protect personal data in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. We aim to ensure that all personal data is handled lawfully, transparently, and securely.

2. Scope

This policy applies to all:

- Staff, tutors, and facilitators
- Volunteers and contractors
- Students and participants
- Partner organisations, including schools and community groups

It covers all personal data processed by Educreate in both digital and paper formats.

3. Key Principles

Educreate follows the principles of data protection set out in UK GDPR. Personal data will be:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Stored only as long as necessary
- Processed securely to prevent unauthorised access, loss, or damage

4. Types of Data We Collect

As an alternative provision, Educreate may collect and process the following types of personal data:

Students and Participants

- Name, date of birth, contact details
- Emergency contact information
- School details and referral information
- Attendance and progress records
- Behaviour and safeguarding records
- Special educational needs and disabilities (SEND) information
- Medical or health information (where necessary)

Parents/Carers

- Names and contact details
- Communication records

Staff, Volunteers, and Contractors

- Contact details
- DBS and safeguarding information
- Employment or engagement records

Partners (Schools & Community Organisations)

- Contact details of staff
- Referral and communication records

5. Lawful Basis for Processing

Educreate processes personal data under the following lawful bases:

- **Consent** – where permission has been given (e.g. photos, marketing)
- **Contract** – to deliver agreed services with schools or partners
- **Legal obligation** – to meet safeguarding, health and safety, and education requirements
- **Vital interests** – to protect the safety and wellbeing of students
- **Legitimate interests** – to deliver and improve our services

6. Special Category Data

We may process sensitive personal data (e.g. health, SEND, safeguarding information) where necessary to:

- Provide appropriate support for students
- Safeguard children and young people
- Meet legal and regulatory obligations

This data is handled with additional care and only shared on a strict need-to-know basis.

7. How We Use Personal Data

Educreate uses personal data to:

- Deliver educational programmes and alternative provision
- Monitor student progress, attendance, and wellbeing
- Safeguard children and young people
- Communicate with parents/carers, schools, and partners
- Meet legal and regulatory requirements
- Improve our services and outcomes

8. Data Sharing

We may share personal data with:

- Referring schools and local authorities
- Safeguarding authorities where required
- Partner organisations involved in delivery
- Regulatory or inspection bodies

All data sharing is done lawfully, securely, and only where necessary.

9. Data Storage and Security

Educreate takes appropriate measures to protect personal data, including:

- Secure digital storage systems with restricted access
- Password protection and encryption where appropriate
- Locked storage for paper records
- Clear data handling procedures for staff

We take all reasonable steps to prevent data breaches, loss, or misuse.

10. Data Retention

Personal data will only be kept for as long as necessary to fulfil its purpose, including:

- Delivering services
- Meeting safeguarding requirements
- Complying with legal obligations

Retention periods will be regularly reviewed, and data will be securely deleted or destroyed when no longer required.

11. Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure of data (where applicable)
- Restrict or object to processing
- Withdraw consent at any time (where applicable)

Requests should be made in writing using the contact details below.

12. Safeguarding and Confidentiality

As an organisation working with children and young people, safeguarding is a priority.

Information may be shared without consent where there is a safeguarding concern or risk of harm, in line with safeguarding legislation and guidance.

13. Data Breaches

Any data breach will be:

- Reported internally immediately
- Investigated promptly
- Reported to the Information Commissioner's Office (ICO) where required
- Managed to minimise risk and prevent recurrence

14. Responsibilities

All staff, volunteers, and contractors are responsible for:

- Following this policy
- Handling personal data appropriately
- Reporting any concerns or breaches

Educreate will ensure appropriate training and guidance is provided.

15. Contact Details

For any data protection queries or requests, please contact:

Educreate Learning

26 Peveril Road

Northampton NN5 6JW

rosie@educreate.org.uk

07703022689

16. Review and Approval

This policy will be reviewed annually or sooner if required due to changes in legislation or organisational practice.

Approved by: Rosie Thurston

Date: 10/09/2025

Review date: 10/09/2026