



## GDPR Policy Data Protection Policy

### 1. Introduction

Heartfield Education is committed to ensuring the privacy and protection of personal data in compliance with the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018 (DPA 2018), which governs how personal data is processed in the UK. This policy outlines how we collect, store, manage, and protect personal data to ensure that the rights of individuals are respected and upheld.

### 2. Purpose of This Policy

This policy applies to all staff, students, parents, and external partners involved with Heartfield Education. It is intended to provide clear guidelines on how personal data is collected, processed, and protected. By ensuring compliance with GDPR, we aim to maintain the trust and confidence of our students, their families, and staff.

### 3. Data Controller

Heartfield Education is the Data Controller for the purposes of the GDPR. This means we are responsible for determining how personal data is processed and ensuring that it is done lawfully, fairly, and transparently.

#### Contact Details for Data Protection Matters:

- Data Protection Officer (DPO): Administrator
- Email: [admin@heartfield.org.uk](mailto:admin@heartfield.org.uk)
- Phone: 07736676456

### 4. Types of Personal Data We Collect

- Heartfield Education may collect and process the following types of personal data:
- Personal Identification Information: Name, date of birth, gender, contact details (address, email, phone number).
- Academic Information: Educational history, academic performance, assessments, reports, and learning plans.



- Special Educational Needs and Medical Information: Information regarding disabilities, learning difficulties, medical conditions, and other special needs for the purpose of providing appropriate support.
- Emergency Contact Information: Emergency contacts in case of illness, injury, or other emergencies.
- Financial Information: Payment details and billing records for tuition or other services.
- Attendance Information: Records of attendance and participation in learning activities.
- Photographs and Videos: For marketing, promotional materials, and internal use (only with consent).

## 5. Lawful Basis for Processing Personal Data

Under the GDPR, personal data must be processed lawfully, fairly, and transparently. At Heartfield Education, we process personal data based on the following lawful grounds:

- Consent: For example, when we collect data for marketing purposes or photographs, we will seek explicit consent.
- Contractual Necessity: For example, processing personal data to enter into and perform contracts with students and their families, including for tuition and other educational services.
- Legal Obligation: For example, when we are required to comply with legal requirements such as safeguarding regulations or attendance monitoring.
- Legitimate Interests: For example, in ensuring the effective delivery of educational services, ensuring a safe learning environment, or maintaining internal records for administrative purposes.
- Vital Interests: In emergency situations where data may need to be processed to protect the vital interests of a student or another person (e.g., medical emergencies).

## 6. How We Use Personal Data

The personal data we collect is used for the following purposes:

- To provide educational services and support to students.



- To manage and monitor students' progress and attendance.
- To communicate with students, parents, and guardians regarding events, activities, or emergencies.
- To ensure the safety and well-being of students (e.g., through safeguarding, health, and safety procedures).
- To comply with legal obligations, including reporting and record-keeping for regulatory and statutory purposes.
- To manage financial transactions and billing for tuition and other services.
- For marketing and promotional purposes, if we have received consent.

## 7. Data Sharing

Heartfield Education does not share personal data with third parties, except in the following circumstances:

- With Third-Party Service Providers: To facilitate services such as IT support, payment processing, or cloud storage. These providers are required to comply with GDPR and have their own data protection policies.
- With Regulatory Authorities: As required by law (e.g., government agencies, local authorities, or regulatory bodies).
- With Emergency Contacts: In the event of an emergency where it is necessary to contact a parent, guardian, or emergency contact.

All data sharing will be done in a manner that ensures personal data is protected and only shared where necessary.

## 8. Data Retention

Personal data will be retained for no longer than is necessary to fulfil the purposes for which it was collected. The retention period will depend on the type of data and the relevant legal or contractual requirements. For example:

- Student Records: Kept for a minimum of 6 years after the student leaves Heartfield Education.



- **Financial Records:** Retained for a minimum of 7 years as required by HMRC.
- **Marketing Data:** Retained until consent is withdrawn or the purpose for collecting the data is no longer relevant.

Once the data is no longer needed, it will be securely deleted or anonymised.

## 9. Security of Personal Data

Heartfield Education takes the security of personal data seriously. We implement appropriate technical and organisational measures to protect personal data from unauthorized access, disclosure, alteration, or destruction. This includes:

- **Data Encryption:** Ensuring sensitive information, such as payment details, is encrypted during storage and transmission.
- **Access Control:** Restricting access to personal data to staff members who need it to perform their job responsibilities.
- **Regular Audits:** Conducting regular reviews and audits to ensure that personal data is being properly handled and secured.

## 10. Your Rights Under GDPR

As an individual whose personal data is being processed by Heartfield Education, you have the following rights under the GDPR:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can ask us to correct any inaccuracies in the personal data we hold about you.
- **Right to Erasure:** You can request that your personal data be deleted, subject to certain conditions.
- **Right to Restrict Processing:** You can request that we limit the processing of your personal data, subject to certain conditions.
- **Right to Data Portability:** You can request a copy of your personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** You can object to the processing of your personal data under certain conditions.



- Right to Withdraw Consent: Where processing is based on consent, you have the right to withdraw consent at any time.

To exercise any of these rights, please contact our Data Protection Officer at.

[admin@heartfield.org.uk](mailto:admin@heartfield.org.uk)

## 11. Complaints

If you believe your personal data has been mishandled or that your rights under GDPR have been infringed upon, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

- ICO Contact Details:
- Website: <https://ico.org.uk>
- Phone: 0303 123 1113
- Email: [casework@ico.org.uk](mailto:caserwork@ico.org.uk)

## 12. Policy Review

This policy will be reviewed regularly to ensure compliance with data protection laws and best practices. It will be updated as necessary to reflect changes in legislation or operational procedures. The most recent version will be made available on the Heartfield Education website.

## 13. Conclusion

At Heartfield Education, we are committed to protecting the privacy of our students, staff, and other stakeholders. By adhering to GDPR guidelines and best practices, we aim to create a safe, secure, and transparent environment where personal data is handled with the utmost care and respect.

Heartfield Education – Your Data, Your Rights, Our Responsibility.

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