



Data Use Policy

1. Introduction

Purpose of the Policy

This policy aims to ensure compliance with the Data Protection Act 2018 and UK GDPR regulations, providing guidelines for the responsible collection, use, storage, sharing, and disposal of personal data within Willow Tree Community Classroom. It is designed to protect the rights of our students, educators, and any other individuals associated with our services, ensuring privacy and data security.

Scope

This policy applies to all personal data collected, held, and processed by Willow Tree, encompassing data related to educators, students, parents, and guardians involved in our educational activities.

2. Legal Framework

Data Protection Act 2018

The policy aligns with the principles of the Data Protection Act 2018, ensuring that personal data is processed lawfully, fairly, and transparently, without adversely affecting the rights of the data subject.

UK GDPR

Under UK GDPR, this policy outlines the lawful bases for processing personal data and includes stringent measures to protect personal data regarding consent, rights, and data subject notifications.

Children's Data

Consistent with the GDPR's enhanced protection of children's data, this policy specifies additional safeguards and consent requirements for processing children's data, adhering to guidelines recommended by the DfE.



3. Data Collection

Types of Data Collected

We collect various types of personal data, including but not limited to:

- Personal identification information (e.g., names, contact details)
- Educational background
- Performance and assessment data

Data Collection Methods

Data will be collected using secure, efficient methods such as digital forms, online portals, and through direct communication with individuals, ensuring full transparency at the point of collection.

4. Data Use

Purpose Specification

Personal data collected will only be used for purposes directly related to the educational and administrative functions within the Willow Tree Classroom, such as scheduling, academic assessment, billing, and communication.

Data Minimisation

We commit to collecting only the data that is necessary for the specified purposes and ensuring it is not kept longer than needed.

5. Data Storage and Security

Storage Methods

All personal data is stored in secure, encrypted databases with reputable cloud service providers.

Data Security Measures

We implement robust security measures, including encryption, controlled access, and regular security audits, to prevent unauthorised access, data breaches, and other risks.



6. Data Sharing and Disclosure

Third-party Sharing

Data may be shared with third-party service providers if deemed necessary under strict contracts that ensure compliance with our data protection standards.

Legal Disclosure

We may disclose data if required by law, under compelling circumstances such as court orders or legal investigations, ensuring all legal thresholds are met.

7. Data Access and Individual Rights

Access Rights

Individuals retain the right to access their personal data, and can request to view their data by contacting our Data Protection Officer (Abbey Curtis).

Correction and Deletion

We provide mechanisms for data subjects to have inaccurate data corrected and, where applicable, to have personal data deleted from our records.

Data Portability

Individuals may request their data in a portable format to be transferred to another entity, under conditions specified in the UK GDPR.

8. Data Retention

Retention Period

Data retention periods are determined based on the purpose for which the data was collected and are kept in accordance with legal and regulatory guidelines.

Disposal

Once retention periods expire, personal data is securely deleted or anonymised.



9. Training and Awareness

Staff Training

All staff handling personal data are given comprehensive training on data protection principles and this policy to ensure compliance.

Awareness Strategies

Awareness programs are implemented to educate stakeholders about their rights and our data protection practices.

10. Policy Review and Audit

Review Schedule

The data storage policy will be reviewed annually or in response to significant changes in regulation or operational changes within the service.

Audit Procedures

Regular audits will be conducted to ensure ongoing compliance with this policy and all relevant data protection laws.

11. Appendices

Relevant Legislation and Guidance Documents

- Data Protection Act 2018
- UK GDPR

Contact Information

For further information or to address any queries regarding data protection, please contact our Abbey at willowtreelearning@outlook.com.