



## GDPR Policy



# GDPR

Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

## Contents

- 1. Introduction**
- 2. Scope**
- 3. Principles of Data protection**
- 4. Categories of data collected**
- 5. Lawful basis for processing**
- 6. How we collect and store data**
- 7. Sharing and transfers**
- 8. Data subject rights**
- 9. Safeguarding and data protection**
- 10. Data breaches and complaints**
- 11. Monitoring and evaluation**
- 12. Policy Review**

### 1. Introduction

Oaktree Education Services is committed to protecting the personal data of its students, staff, parents/carers, and stakeholders in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the relevant guidance issued by the Department for Education (DfE) and Ofsted.

This policy outlines our approach to data protection, the legal basis for data processing, and how we ensure compliance with data protection principles.

### 2. Scope

This policy applies to:

- All staff (permanent, temporary, and contractors)
- Volunteers and placement students
- Governors and management board members
- All data subjects including students, parents/carers, and third-party service users

### 3. Principles of Data Protection

We follow the principles of data protection as set out in Article 5 of the UK GDPR:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

### 4. Categories of Data Collected

We collect and process the following categories of data for our students and staff:

- Personal identifiers (e.g. name, address, UPN, NI number)
- Contact and emergency information
- SEND needs and support plans
- Medical and therapy information
- Attendance and behaviour records
- Academic progress and exam data
- Safeguarding and social care interactions
- Internet usage and digital activity

We also process data required for funding and monitoring purposes (e.g. Free School Meals eligibility, ethnicity, LAC status).

### 5. Lawful Basis for Processing

We rely on the following lawful bases under UK GDPR (Article 6):

- Legal obligation (e.g. Education Act 1996)
- Public task (provision of education)
- Vital interests (for safeguarding)
- Legitimate interest (communications with parents, stakeholders)
- Consent (for use of images, marketing, or non-essential services)

Where special category data is processed (e.g. health or SEND data), we ensure this meets the conditions of Article 9 of UK GDPR, including the provision of education, social protection, or consent where appropriate.

### 6. How We Collect and Store Data

Data is collected via:

- Admission forms
- EHCPs and Local Authority referrals
- Pastoral and academic records
- Health professionals and support services
- Staff recruitment and employment records

Data is stored securely through:

- Encrypted databases and password-protected files
- Role-based access controls
- Secure cloud and physical storage with controlled retention schedules

We maintain a Data Retention Policy in line with the Information and Records Management Society (IRMS) toolkit and DfE expectations.

### 7. Sharing and Transfers

We may share data with:

- Local Authorities
- Department for Education (DfE)
- NHS and CAMHS
- Police or safeguarding partners
- Schools and colleges (for transitions)
- Educational psychologists, social workers, and support agencies

All data sharing is subject to legal conditions or with explicit consent, as appropriate. We do not transfer data outside the UK unless required by law and with appropriate safeguards.

### 8. Data Subject Rights

Data subjects have the following rights:

- To be informed
- To access their data
- To rectify inaccuracies
- To request erasure (in certain cases)
- To restrict processing
- To object to processing
- Rights in relation to automated decision-making
- Right to data portability (where applicable)

All requests can be made via our Data Protection Officer:  
[nlynch@oaktreeeducation.co.uk]

### 9. Safeguarding and Data Protection

As an SEMH college, safeguarding is a key priority. All data processing activities are compliant with KCSIE (Keeping Children Safe in Education) and ensure the confidentiality of vulnerable student records.

Data access for safeguarding is restricted to trained designated safeguarding leads and secure information is stored in a separate, access-controlled system.

### 10. Data Breaches and Complaints

Any data breach is reported to the Data Protection Officer immediately and, if necessary, to the Information Commissioner's Office (ICO) within 72 hours.

Concerns or complaints can be directed to:

- Data Protection Officer at [nlynch@oaktreeeducation.co.uk]
- Or raised with the ICO at <https://ico.org.uk/concerns>

### 11. Monitoring and Evaluation

This policy is reviewed biennially or earlier if required due to legislative changes or following a significant breach or incident.

Training on data protection is mandatory for all staff and refreshed annually as part of our compliance programme.

### 12. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

### Approval and Signature

- **Principle of Head of College:**  
*Chris Kelly, 22/04/2025*
- **Chair of Governors/Trust Board:**  
*Name, Signature, Date*