

Data Protection & GDPR Policy

Date: 30/09/2025

Policy Owner: B. Education

Data Protection Officer (DPO): Rachel Samuel

1. Purpose

This policy sets out how B. Education collects, stores, processes, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Principles

B. Education will ensure that personal data is:

1. Processed lawfully, fairly, and transparently.
 2. Collected for explicit and legitimate purposes.
 3. Adequate, relevant, and limited to necessity.
 4. Accurate and kept up to date.
 5. Retained only as long as necessary.
 6. Processed securely.
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3. Data We Collect

We may collect and store:

- Personal details of pupils, parents, and tutors (name, contact information).
 - Educational, medical, and safeguarding information.
 - Employment and DBS data for tutors.
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4. Data Subject Rights

All individuals have the right to:

- Access their personal data.
- Request rectification or erasure.

- Object to processing or request restriction.
- Data portability where applicable.

Requests should be made in writing to the DPO.

5. Data Security

- Digital data is stored securely with encryption and password protection.
 - Physical documents are stored in locked cabinets.
 - Data sharing is limited to “need-to-know” and in accordance with safeguarding duties.
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6. Breach Management

Any suspected data breach must be reported immediately to the DPO, who will investigate and notify the ICO if required within 72 hours.

