



GDPR POLICY

1. Introduction

1.1. WiEducate holds and processes information about employees, individuals receiving education, and other data subjects for administrative purposes. When handling such information, the company, and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 2018 (the Act). In summary, these state that personal data shall:

- be processed fairly and lawfully,
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose,
- be adequate, relevant and not excessive for the purpose
- be accurate and up to date,
- not be kept for longer than necessary for the purpose,
- be processed in accordance with the data subject's rights,
- be kept safe from unauthorised processing, and accidental loss, damage or destruction,
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

1.2. Definitions

- "Staff", "individuals receiving support" and "other data subjects" may include past, present and potential members of those groups.
- "Other data subjects" and "third parties" may include contractors, suppliers, contacts, referees, friends or family members.
- "Processing" refers to any action involving personal information, including obtaining, viewing, copying, amending, adding, deleting, extracting, storing, disclosing or destroying information.

2. Notification of Data Held

2.1. WiEducate shall notify all staff and individuals receiving education and other relevant data subjects of the types of data held and processed by the company concerning them, and the reasons for which it is processed. When processing for a new or different purpose is introduced, the individuals affected by that change will be informed.

3. Staff Responsibilities



3.1. All staff shall

- ensure that all personal information which they provide to WiEducate in connection with their employment is accurate and up to date.
- inform the company of any changes to information, for example, changes of address.
- check the information which WiEducate shall make available from time to time, in written or automated form, and inform the company of any errors or, where appropriate, follow procedures for up-dating entries on computer forms. WiEducate shall not be held responsible for errors of which it has not been informed.

3.2. Staff shall ensure that

- all personal information is kept securely;
- personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party. Unauthorised disclosure may be a disciplinary matter and may be considered gross misconduct in some cases.

4. Rights to Access Information

4.1. Staff, individuals receiving education and family members/people with permission from the individuals receiving support in WiEducate have the right to access any personal data that is being kept about them either on computer or in structured and accessible manual files. Any person may exercise this right by submitting a request in writing to the Operations Manager.

4.2. WiEducate aims to comply with requests for access to personal information as quickly as possible but will ensure that it is provided within 40 days unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing by the Operations Manager to the person making the request.

5. Retention of Data

5.1. WiEducate will keep different types of information for differing lengths of time, depending on legal and operational requirements.



6. Compliance

6.1. WiEducate is registered with the Information Commissioners Office under the Data Protection Act.

6.2. Compliance with the Act is the responsibility of everyone within WiEducate. Any deliberate or reckless breach of this Policy may lead to disciplinary, and where appropriate, legal proceedings. Any questions or concerns about the interpretation or operation of this policy should be taken up with the Operations Manager.

6.3. Any individual, who considers that the policy has not been followed in respect of personal data about him or herself, should raise the matter with their line Manager initially. If the matter is not resolved, it should be referred to the staff grievance or complaints procedure.



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Issue	Date	Reason for change	Approved by
1.0	February 2023	Creation of policy	Steph Horne
2.0	February 2024	Review of Policy	Steph Horne
3.0	February 2025	Review of Policy	Steph Horne