



**NEXT
GEN
TEACHING**

Empower through Education

Data Protection Policy

Original Policy	February 2024
Updated	April 2026
Review Date	April 2027

Table of Contents

	Page
1 Policy Statement	3
2 Scope	3
3 Data Protection Principles	3
4 Types of Data Collected	4
5 Lawful Bases for Processing Data	4
6 Data Security Measures	4
7 Data Subject Rights	5
8 Data Sharing and Third-Party Processing	5
9 Data Retention	5
10 Data Breach Response	6
10.1	6
10.2	6
11 Responsibilities	6
12 Complaints and Queries	7
12.1	7
12.2	7
13 Conclusion	8
14 Policy Approval and Review	8

1 | Policy Statement

As a leading education business providing a hybrid approach to professional learning and development courses for educators in international contexts and the UK, we are committed to protecting the privacy and personal data of all individuals we interact with. This policy outlines our approach to data protection in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, OFQUAL Regulations and our obligations as a registered organisation with the Information Commissioner's Office (ICO).

The purpose of this policy is to:

- Ensure compliance with data protection laws and ICO requirements.
 - Protect the rights and privacy of learners, educators, employees, and other stakeholders.
 - Establish clear procedures for handling, storing, and processing personal data securely.
 - Minimise the risk of data breaches and ensure timely responses to any incidents.
-

2 | Scope

This policy applies to:

- All Next Gen Teaching employees, contractors, and Professional Learning Hubs handling personal data on behalf of the organisation.
 - All data processing activities, including the collection, storage, sharing, and disposal of personal data.
 - All personal data related to learners, educators, employees, and other stakeholders.
-

3 | Data Protection Principles

We adhere to the following principles when processing personal data:

Lawfulness, Fairness, and Transparency

Data is processed legally, fairly, and transparently.

Purpose Limitation

Data is collected for specified, explicit, and legitimate purposes.

Data Minimisation

Only data necessary for the intended purpose is collected.

Accuracy

Personal data is kept accurate and up to date.

Storage Limitation

Data is retained only for as long as necessary.

Integrity and Confidentiality

Data is stored securely to prevent unauthorised access, loss, or damage.

Accountability

We take responsibility for ensuring compliance with data protection laws.

4 Types of Data Collected

We collect and process the following types of personal data:

Participant Data

Name, contact details, course records, assessment results, and feedback.

Educator Data

Qualifications, employment details, and performance records.

Employee Data

Personal identification, payroll, and contractual details.

Technical Data

IP addresses, login details, and usage data from online learning platforms.

5 Lawful Bases for Processing Data

We process personal data under the following lawful bases:

Contractual Obligation

Data processing necessary for delivering educational services.

Legal Obligation

Compliance with OFQUAL and other regulatory requirements.

Legitimate Interest

Ensuring efficient operations, quality assurance, and service improvement.

Consent

Obtained for marketing communications and optional services.

6 Data Security Measures

We implement appropriate security measures, including:

Encryption and Secure Storage

Protecting data using encryption and secure servers.

Access Control

Restricting access to personal data based on roles and responsibilities.

Regular Audits

Conducting periodic security and compliance audits.

Incident Response Plan

Procedures in place for responding to data breaches promptly.



7 | Data Subject Rights

Individuals have the following rights under UK GDPR:

Right to Access

Request a copy of personal data held.

Right to Rectification

Correct inaccurate or incomplete data.

Right to Erasure

Request deletion of personal data when no longer necessary.

Right to Restrict Processing

Limit how data is used in certain circumstances.

Right to Data Portability

Obtain data in a commonly used format.

Right to Object

Object to data processing for specific purposes.

Rights Related to Automated Decision-Making

Challenge automated decisions impacting them.

8 | Data Sharing and Third-Party Processing

- Personal data is only shared with authorised third parties (e.g., awarding bodies, regulatory authorities) where necessary and in compliance with data protection laws.
 - Data processing agreements are in place with all third-party processors.
 - International data transfers comply with [UK GDPR regulations](#).
-

9 | Data Retention

- Personal data is retained only as long as necessary for operational, legal, and regulatory requirements.
 - Data retention periods are reviewed periodically to ensure compliance.
 - Secure deletion methods are used for data disposal.
-



10 | Data Breach Response

10.1 Data Breach Response Procedure

- Any suspected or actual data breaches must be reported immediately to the Director - Data Protection Officer (DPO) through the '**URGENT RISK Protocol**', as outlined in the Next Gen Teaching Risk Management Policy (see 10.2 below)
- We assess the severity of the breach and take appropriate action, including notification to affected individuals, and, where necessary OFQUAL and the ICO.

10.2 'URGENT RISK Protocol', taken from the Next Gen Teaching Risk Management Policy

9. Escalation Protocol

- In the event of an Urgent Risk the person reporting should report this directly to the Director of Next Gen Teaching via email with the subject line as 'URGENT.RISK.REPORT'
- The Director will then communicate this to the Governing Body where an emergency meeting via TEAMS will be called to discuss the risk
- Where necessary dependant on the risk members of the Academic Leadership Team and/or Business Development Team may also be required at this emergency meeting
- Once a plan has been agreed the Director will then disseminate all communication to the Academic Leadership Team and Business Development Team
- Dependant on the level of risk employees of NGT will be informed either via the Director or members of the Academic Leadership Team; Communication channels will be agreed in the emergency meeting as this will be in relation to the level risk and the actions to be taken

11 | Responsibilities

- **Governing Body:** Ensure compliance with data protection regulations and oversee risk management.
- **Director - Data Protection Officer (DPO):** Monitor data protection compliance, handle data breaches, and respond to data subject requests.
- **All Employees & Educators:** Adhere to data protection policies and report any concerns.



12 Complaints and Queries

12.1 Data Protection Concerns

Individuals with data protection concerns can contact: **Director - Data Protection Officer (DPO)**

Contact Email: sam.cuthbert@nextgenteaching.co.uk

12.2 Information Commissioners Office (ICO)

Next Gen Teaching are registered with the ICO. If concerns are not addressed satisfactorily, individuals may contact the Information Commissioner's Office (ICO): www.ico.org.uk

Registration Reference: ZB630045

Data Protection Registration Certificate

Miss SAMANTHA CUTHBERT

9 Castle Terrace
BRIGHOUSE
West Yorkshire, HD6 3HU

Registration reference: ZB630045
Date registered: 03 December 2023
Registration expires: 02 December 2025



Issued by: Information Commissioner's Office,
Wyldiffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF
Telephone: 0303 123 1113
Website: ico.org.uk

13 Conclusion

This Data Protection Policy ensures that we handle personal data responsibly, securely, and in compliance with UK GDPR and ICO regulations, maintaining trust and integrity in our educational services.

14 Policy Approval and Review

Review

This policy, Assessment, will be reviewed annually, or as required, to ensure it remains effective and relevant to the requirements of certifications and qualifications provided by Next Gen Teaching.

Feedback

Regular feedback is sought from staff, consultants, participants and Professional Learning Hubs, to improve and update this policy, ensuring that, at all times, we are adhering to best practice.

Approval

This Assessment Policy has been reviewed and approved by a minimum of two members of the Next Gen Teaching Governing Body and the Director of Next Gen Teaching.

Signatures



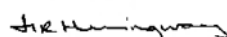
Name: Samantha Cuthbert
Responsibility: Founder and Director



Name: Ian Elliott
Responsibility: Chair of Governors



Name: Siobhan Brady
Responsibility: Governor



Name: Helen Hemingway
Responsibility: Governor