

be yourself.

GDPR / Data Protection / Privacy Policy

1. Policy Statement

Be Yourself Alternative Provision is committed to safeguarding the privacy and personal data of pupils, parents/carers, staff, volunteers, and partner agencies. We comply with UK GDPR, the Data Protection Act 2018, Keeping Children Safe in Education (KCSIE), Department for Education guidance, and ICO requirements.

2. Scope

This policy applies to pupils, parents/carers, staff, volunteers, referring schools, contractors, and visitors.

3. Data Controller

Be Yourself Alternative Provision acts as the Data Controller.

Address: __ St Edmund's Church, Fishergate, Norwich, NR31SE _____

Email: __ hello@be-yourself.org.uk _____

Telephone: __ 07779731239 _____

4. Types of Information Collected

Pupil Information: personal details, attendance, attainment, behaviour, SEN/EHCP, safeguarding and medical information.

Parent/Carer Information: contact details and communication preferences.

Staff Information: employment, DBS, training and disciplinary records.

5. Purpose of Processing Data

To provide education, safeguard children, communicate with families, meet legal duties, monitor outcomes, and ensure safe recruitment.

6. Lawful Basis

Legal obligation, public task, vital interests, and consent where required.

7. Data Sharing

Information may be shared with schools, local authorities, safeguarding services, health professionals, Ofsted, and statutory bodies when required.

8. Data Storage and Security

Secure password protected systems, encrypted devices, locked storage, restricted staff access, and secure disposal methods are used.

9. Data Retention

Records are stored in line with DfE retention schedules and safeguarding legislation.

10. Individual Rights

Individuals have the right to access, correct, restrict, or delete data and lodge complaints with the ICO.

11. Complaints

Concerns should be raised with the Provision Manager or the Information Commissioner's Office (ICO).