



HARMONY AE LTD Data Protection Policy

Legislation and guidance that informs this policy:

- General Data Protection Regulation (GDPR May 2018)
- Freedom of information act (2000)

GDPR

This piece of legislation came into force on 25th May 2018. The GDPR regulates the processing of personal data, and protects the rights and privacy of all living individuals (including children). Personal data is information relating to an individual and may be hard or soft copy and may include facts or opinions about a person.

The ICO's Guide to GDPR gives further detailed guidance and Harmony AE Ltd undertakes to adopt and comply with this guide. This can be accessed on the following webpage <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

Harmony AE LTD is committed to processing data in accordance with its responsibilities under the GDPR.

Harmony AE LTD needs to collect data and information and also use that data and information. Personal data is typically gathered from young people, vulnerable adults, parents/carers and staff. Data will never be gathered unnecessarily. Harmony AE LTD are required to comply with The Data Protection Act 2018.

Purpose

Personal information needs to be handled securely and correctly, it is the purpose of this policy to ensure that. This policy applies to any and all data collected by Harmony AE LTD.

Examples of data collected

Contact details e.g. Name, family details, address & relevant telephone numbers

Academic assessment results

Attendance information

Characteristics e.g. age & ethnic group

S.E.N. documents

Relevant medical information

In following The Data Protection Act 2018, Harmony AE LTD shall ensure:

Personal data shall be processed fairly and lawfully

Personal data shall be obtained only for one or more specified and lawful purposes.



Personal data shall be adequate, relevant and not excessive.

Personal data shall be accurate and where necessary, kept up to date.

Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes.

Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 2018.

Personal data shall be kept secure i.e. protected by an appropriate degree of security.

Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

Data being passed on will be done so in accordance with the law. For example, Harmony AE LTD may occasionally need to transfer data to: local authorities, departments and agencies. Such organisations are data controllers in their own right and are accountable to identical lawful constraints with regard to personal information.

Personal data will be passed on to relevant third parties if it is lawful and in the best interest of the young person or vulnerable adult.

Some data needs to be readily accessible. This is mainly telephone numbers, personal and belonging to family members, but it will always be in the interest of the young person/vulnerable adult that staff have access to. For example, Harmony AE LTD may need to contact a parent/guardian in an emergency situation.

All staff members have undertaken a Disclosure and Barring Service (DBS) Check.


Accessing data

Personal data about young people/vulnerable adults is available to them upon written parental request, addressed to Harmony AE LTD.

Appropriate measures are taken by Harmony AE LTD to ensure data is secure. Records are kept in a locked office and/or filing cabinets. Computers containing data are password protected.

Breach

In the event of a breach of security leading to an accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Harmony AE Ltd will promptly assess the risks to people's rights and freedoms and, if appropriate, report this breach to the ICO

Signed: 



Dated : Sept 2021

Reviewed date: Sept 2024

Signed:

S Baker

Victoria Ball

Review date : Sept 2025