



Data Protection Policy

Created by:	Dean Frances-Hawksley	Date: 23-06-2024
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1. Aims

At All Things SEN we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent in how we obtain and use personal information and how (and when) we delete that information once it is no longer required. We will review and update this data protection policy regularly in accordance with our data protection obligations.

Any queries in relation to this policy or any of the matters referred to in it should be submitted to the Directors at: steven@allthingssen.co.uk or dean@allthingssen.co.uk

2. Scope

All Things Sen is subject to the General Data Protection Regulation (GDPR) which imposes obligations on the provider as a data controller in relation to the protection, use, retention and disposal of personal information. This policy sets out the procedures that are to be followed when dealing with personal information and applies to all personal information processed by or on behalf of All Things SEN.

This policy gives important information about:

- the data protection principles with which All Things SEN must comply;
- what is meant by personal information and special category data;
- how we gather, use and (ultimately) delete personal information and special category in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- your rights and obligations in relation to data protection; and
- the consequences of our failure to comply with this policy.

Please refer to the All Things Sen privacy notices and, where appropriate, to other relevant policies which contain further information regarding the protection of personal information in those contexts.

3. Principles

2.1. GDPR sets out the following principles with which any party handling personal information must comply. All personal information must be:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes only, and will not be further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- accurate and, where necessary, kept up to date and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
- kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the information is processed; personal information may be stored for longer periods insofar as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes subject to implementation of the appropriate technical and organisational measures required by GDPR in order to safeguard the rights and freedoms of the individual; and
- processed in a manner that ensures appropriate security of the personal information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

4. Lawful, Fair and Transparent Processing

All Things SEN will, before any processing of personal information starts for the first time, and then regularly while it continues, process the personal information on at least one of the following bases:

4.1 Consent:

- The individual has given their express agreement to the processing of their personal information for one or more specific purposes;
- parental consent will be obtained for all children and young people under the age of 16, and for those over 16 where it has been established by the terms of the mental capacity act 2005 that they lack capacity to make such decisions

4.2 Contractual:

- the processing is necessary for the performance of a contract to which the individual is party or in order to take steps at the request of the individual prior to entering into a contract;

4.3 Legal Obligation:

- the processing is necessary for compliance with a legal obligation to which the provision is subject;

4.4 Vital Interests:

- the processing is necessary for the protection of the vital interests of the individual or another natural person; or

4.5 Public Interest:

- the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority; or

4.6 Legitimate Interests:

- the processing is necessary for the purposes of legitimate interests of The Quay or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the individual, in particular where the individual is a child.

Except where the processing is based on consent, All Things SEN will establish that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose) and;

- document our decision as to which lawful basis applies to help demonstrate our compliance with the data protection principles;
- include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notices
- where special category data is processed, identify a lawful special condition for processing that information and document it; and
- where criminal offence information is processed, identify a lawful condition for processing that information and document it.

5. Rights of the Individual

The GDPR states that individuals have the following rights in respect of the processing of their personal information:

5.1.1. The right to be informed: All Things SEN will keep individuals informed of its processing activities through its privacy notices

5.1.2. The right of access: An individual may make a subject access request (“SAR”) at any time to find out more about the personal information which the provision holds on them. All SARs must be forwarded to one or both Joint Directors. The provision is required to respond to a SAR within one month of receipt but this can be extended by up to two months

in the case of complex and/or numerous requests and, in such cases, the individual will be informed of the need for such extension. All Things SEN does not charge a fee for the handling of a straightforward SAR.

5.1.3. The right to rectification: if an individual informs the provision that personal information held by the provision is inaccurate or incomplete, the individual can request that it is rectified.

5.1.4. The right to erasure: an individual is entitled to request that the provision ceases to hold personal information it holds about them. The provision is required to comply with a request for erasure unless the provision has reasonable grounds to refuse.

5.1.5. The right to restrict processing: An individual is entitled to request that the provision stops processing the personal information it holds about them in certain circumstances.

5.1.6. The right to data portability: An individual has the right to receive a copy of their Personal information and use it for other purposes.

5.1.7. The right to object: An individual is entitled to object to The Quay's processing of their personal information.

5.1.8 Rights in relation to automated decision making and profiling: An individual has the right to challenge any decision that is made about them on an automated basis (subject to certain exceptions). The Quay is also required to comply with certain conditions if it uses personal information for profiling purposes.

6. Data Protection Officer

Joint Director Dean Frances-Hawksley acts as DSO and will monitor adherence to this policy. The DPO is required to have an appropriate level of knowledge.

7. Privacy by Design

All Things SEN has adopted the principle of privacy by design and will ensure that the definition and planning of all new or significantly changed systems that collect or process personal information will be subject to due consideration of privacy issues, including the completion of one or more data protection impact assessments.

The data protection impact assessment will include:

- Consideration of how personal information will be processed and for what purposes;
- Assessment of whether the proposed processing of personal information both necessary and proportionate to the purpose(s);
- Assessment of the risks to individuals in processing the personal information;
- What controls are necessary to address the identified risks and demonstrate compliance with legislation.

A data protection impact assessment is conducted by one or both Directors:

- on every business process periodically, at least once a year and more frequently where the amount and/or sensitivity of personal information processed, dictates so;
- As part of the project calendar admission requirements checklist;
- At every high-impact change, and/or at the request of the Data Protection Officer.

8. Data Retention & Disposal

The longer that personal information is retained, the higher the likelihood is of accidental disclosure, loss, theft and/or information growing stale.

Any personal information kept by The Quay is managed in accordance with the Department of Education Disposal of Records Schedule (<https://www.education-ni.gov.uk/publications/disposal-records-schedule>).

9. Data Breach

A data breach is any (potential) unintended loss of control over or loss of personal information within the Provision's environment. Preventing a data breach is the responsibility of all the Provision staff. Please refer to the All Things SEN Data Breach Management Procedure.

10. Third-Party Services and Subcontracting

All Things SEN may decide to contract with a third party for the collection, storage or processing of data, including personal information. If the Provision decides to appoint a third party for the processing of personal information, this must be regulated in a written agreement in which the rights and duties of the Provision and of the subcontractor are specified. A subcontractor shall be selected that will guarantee the technological and organisational security measures required in this policy, and provide sufficient guarantees with respect to the protection of the personal rights and the exercise of those rights.

The subcontractor is contractually obligated to process personal information only within the scope of the contract and the directions issued by The Quay.

11. Complaints

Complaints will be dealt with in line with the Quay's complaints policy. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland

3rd Floor

14 Cromac Place,

Belfast

BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

12. Definitions

“consent” is any freely given, specific and transparently, well-informed indication of the will of the individual, whereby the individual agrees that his or her personal information may be processed. Particular requirements about consent can arise from the respective national laws.

"Personal information" (sometimes known as “personal data”) means any information relating to an identified or identifiable natural person. An identifiable person is one who can be identified, directly or indirectly — in particular, by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.

“processing” means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with personal information.

"Special Category Data" (sometimes known as “sensitive personal data”) means personal information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data and the processing of data concerning health or sex life

13. Disposal Schedule

1. Management & Organisation

Ref	Record	Minimum Retention Period	Action After Retention
1.1	Board of Governors – general correspondence	Current school year + 6 years	Destroy
1.2	BOG Meetings Minutes (master)	Current school year + 6 years	Offer to PRONI for Permanent Preservation
1.3	Senior Management Team-Meeting Minutes	Current school year + 6 years	Offer to PRONI for Permanent Preservation
1.4	Staff Meeting Minutes	Current school year + 6 years	Destroy

1.5	School Development Plan	Retain in school for 10 years from closure of Plan	Offer to PRONI for Permanent Preservation
1.6	School Policies	Retain while current. Retain 1 copy of old policy for 2 years after being replaced	Destroy
1.7	PTA – minutes and general correspondence	Current school year + 6 years	Destroy
1.8	Visitors Book	Current school year + 6 years	Destroy
1.9	Circulars to Staff, Parents and Pupils	Current school year + 3 years	Destroy
1.10	School Brochure or Prospectus	Current school year + 3 years	Destroy
1.11	Comments/Complaints	5 years after closing. Review for further retention in the case of contentious disputes	Destroy
1.12	Annual Report	Retain in school for 10 years from date of Report	Offer to PRONI for Permanent Preservation
1.13	School Fund	Current financial year + 6 years	Destroy
1.14	Emergency Planning/Business Continuity Plan	Until superseded	Destroy

2. Legislation and Guidance from DE, ELB, ESA, CCMS etc

Ref	Record	Minimum Retention Period	Action After Retention
2.1	Education (NI) Order	Until superseded	Destroy
2.2	Circulars, Guidance, Bulletins from DE, ELB etc	Until superseded	Destroy
2.3	Correspondence re: Statistical Returns to DE, ELB etc	Current financial year + 6 years	Destroy
2.4	DE Reports, Inspections	Until superseded	Destroy

3. Learners

Ref	Record	Minimum Retention Period	Action After Retention
3.1	<i>Learner Admission Data</i>		
3.1 a	Applications for enrolment	3 years after enrolment	Destroy
3.1 b	Transfer applications (Transfer Forms)	3 years after enrolment	Destroy
3.2	Learner Attendance Information/Registers	Date of Register + 10 years	Offer to PRONI for Permanent Preservation
3.3	Learner Education Records/Progress Reports etc	Until pupil is 23 years old	Destroy
3.4	Learner Education Records/ Progress Reports etc (Special Educational Needs)	Until Pupil is 26 years old	Destroy
3.5	Child Protection Information- Record of concerns where case was not referred to Social Services	10 years after last entry on file	Destroy
3.6	Child Protection Information- Social Services investigation outcome was unfounded or malicious	10 years after last entry on file	Destroy
3.7	Child Protection Information- Social Services investigation outcome was inconclusive, unsubstantiated or substantiated	Until pupil is 30 years old	Destroy
3.8	Disciplinary Action (Suspension/Expulsion)/Offences – bullying	Until pupil is 23 years old	Destroy
3.9	Disciplinary Action (Suspension/Expulsion)/Offences – bullying (Special Educational Needs)	Until pupil is 26 years old	Destroy
3.10	Timetables + Class Groupings	Retain while current	Destroy

3.1 1	Examination Results	Current school year + 6 years	Destroy
3.1 2	Careers Advice	Current school year + 6 years	Destroy
3.1 3	School Meals returns	Current financial year + 6 years	Destroy
3.1 4	Free Meals registers	Current financial year + 6 years	Destroy
3.1 5	Outings/Trips – Financial & Administration details	Current financial year + 6 years	Destroy
3.1 6	Outings/Trips- Attendance/Staff Supervision etc	Current financial year + 6 years. In the case of an incident/accident involving a pupil, retain until pupil is 23 years old or 26 for a pupil with special educational needs	Destroy
3.1 7	Reports of Stolen/Damaged Items	Current financial year + 6 years	Destroy
3.1 8	Medical Records – records of pupils with medical conditions and details for the administration of drugs when necessary.	Until pupil is 23years old or in the case of a Special Needs Pupil, until 26 years old	Destroy

4. Staff

Ref	Record	Minimum Retention Period	Action After Retention
4.1	Staff Personnel Records (including, appointment details, training, staff development etc.)	7 years after leaving employment	Destroy
4.2	Interview notes and recruitment records	Date of interview + 6 months	Destroy
4.3	Staff Salary Records	7 years after leaving employment	Destroy
4.4	Staff Sickness Records (copies of Medical Certs)	Current school year + 6 years	Destroy
4.5	Substitute Teacher Records	Current school year + 6 years	Destroy
4.6	Substitute Staff Records- non teaching (cover for nursery assistants)	Current school year + 6 years	Destroy

4.7	Student Records-non teaching (e.g. nursery assistant students & pupils from schools on work experience)	Current school year + 6 years	Destroy
4.8	Student Teachers on Teaching Practice – student teacher progress	Current school year + 6 years	Destroy
4.9	Procedures for Induction of Staff	Until superseded	Destroy
4.10	Staff/Teachers' Attendance Records	7 years after leaving	Destroy
4.11	Staff Performance Review	7 years after leaving	Destroy

5. Finance

Ref	Record	Minimum Retention Period	Action After Retention
5.1	Annual budget and budget deployment	Current financial year + 6 years	Destroy
5.2	Budget Monitoring	Current financial year + 6 years	Destroy
5.3	Annual Statement of Accounts (Outturn Statement)	Current financial year + 6 years	Destroy
5.4	Order Books, Invoices, Bank Records, Cash Books, Till Rolls, Lodgement books etc	Current financial year + 6 years	Destroy
5.5	Postage Book	Current financial year + 6 years	Destroy
5.6	Audit Reports	Current financial year + 6 years	Destroy

6. Health & Safety

Ref	Record	Minimum Retention Period	Action After Retention
6.1	Accident Reporting (Adults)	Date of incident + 7 years	Destroy
6.2	Accident Reporting (Children)	Until pupil is 23years old or in the case of a Special Needs pupil, until 26 years old	Destroy

6.3	Risk Assessments – work experience locations/pupils	7 years	Destroy
6.4	H & S Reports	15 years	Destroy
6.5	Fire Procedure	Until superseded	Destroy
6.6	Security System File	For the life of the system	Destroy