



Data Protection Policy

1. Introduction

This Data Protection Policy sets out how Ace London School complies with its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It outlines our commitment to protecting the personal data of our students, staff, and stakeholders.

2. Purpose

The purpose of this policy is to ensure that all personal data processed by Ace London School is handled lawfully, fairly, and transparently, safeguarding individuals' rights and maintaining trust in our operations.

3. Scope

This policy applies to all employees, students, contractors, volunteers, and third parties who have access to personal data held by Ace London School, regardless of the medium in which the data is held.

4. Data Protection Principles

Under the UK GDPR, we are committed to the following principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

5. Lawful Basis for Processing

Ace London School processes personal data only when there is a lawful basis to do so. These bases include consent, performance of a contract, legal obligation, vital interests, public task, or legitimate interests.

6. Rights of Data Subjects

Individuals have the right to:

- Be informed about data collection and use
- Access their personal data
- Rectify inaccurate or incomplete data
- Erase data (right to be forgotten)





- Restrict or object to processing
- Data portability
- Not be subject to automated decision-making and profiling
- Lodge a complaint with the Information Commissioner's Office (ICO)

7. Data Security

Ace London School implements appropriate technical and organisational measures to protect personal data from unauthorised access, alteration, disclosure, or destruction. This includes secure IT systems, access controls, and regular data security reviews.

8. Data Breaches

In the event of a personal data breach, Ace London School will follow its internal Data Breach Procedure, assess the risk to individuals, and notify the ICO and affected individuals where legally required.

9. Data Retention

Ace London School retains personal data only for as long as necessary to fulfil the purposes for which it was collected and to comply with legal, regulatory, or contractual requirements. Retention periods are outlined in our Data Retention Policy.

10. Data Sharing and Transfers

Personal data will only be shared with third parties where there is a lawful basis to do so and with appropriate data sharing agreements in place. Ace London School does not transfer personal data outside the UK without ensuring adequate safeguards.

11. Training and Compliance

All staff and relevant third parties are required to complete data protection training. Compliance with this policy is mandatory, and any breach may result in disciplinary action.

12. Review and Updates

This policy will be reviewed annually or sooner if there are significant changes in legislation or operations at Ace London School.

