

# Data Protection Act and General Data Protection Regulations (GDPR) Policy for Contact Tutor and Students

## 1. Introduction

This policy outlines how personal data of students and tutors is handled in compliance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). The purpose of this policy is to ensure that all personal data is collected, processed, stored, and disposed of in a secure and lawful manner.

## 2. Scope

This policy applies to all personal data collected, processed, and stored by the contact tutor in relation to the students. This includes, but is not limited to, names, contact details, academic records, EHCP, care plans and any other information that could be used to identify an individual.

## 3. Data Collection

Personal data should be collected only for legitimate and specified purposes, such as contacting students, maintaining academic records, or for the administration of the tutor-student relationship, recruitment of tutors.

The minimum amount of personal data necessary to achieve these purposes should be collected.

## 4. Legal Basis for Processing

Personal data should be processed based on one or more of the following legal bases:

Consent: The student's parents have given clear consent for the processing of their personal data for one or more specific purposes.

Contract: Processing is necessary for the performance of a contract with the student.

Legal Obligation: Processing is necessary to comply with a legal obligation.

Legitimate Interests: Processing is necessary for the legitimate interests of the tutor or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the student.

## 5. Data Use

Personal data must only be used for the purpose for which it was collected.

Any use of personal data for a new purpose must be communicated to the student/ parents, and their consent must be obtained if required.

## 6. Data Storage

Personal data must be stored securely to prevent unauthorised access, alteration, or deletion. Digital data should be protected by strong passwords, encryption, and access controls. Physical data (e.g., printed documents) should be stored in a locked and secure environment.

## 7. Data Retention

Personal data should be retained only for as long as necessary to fulfil the purposes for which it was collected.

Once the data is no longer needed, it should be securely deleted or destroyed.

## 8. Data Sharing

Personal data should not be shared with third parties unless:

The student/ parents and tutor has given explicit consent.

It is required by law.

It is necessary to protect the vital interests of the student/ parent and tutor or another person.

Any third parties with whom data is shared must have appropriate data protection measures in place.

## 9. Rights of the Students

Students/ parents have the following rights regarding their personal data:

**Right to Access:** Students' parents can request access to their personal data held by the tutor and Evermore Education.

**Right to Rectification:** Students' parents can request the correction of inaccurate or incomplete data.

**Right to Erasure:** Students' parents can request the deletion of their personal data in certain circumstances.

**Right to Restrict Processing:** Students' parents can request the restriction of processing in certain circumstances.

**Right to Data Portability:** Students' parents can request a copy of their personal data in a commonly used, machine-readable format.

**Right to Object:** Students' parents can object to the processing of their personal data based on legitimate interests, direct marketing, or processing for scientific/historical research and statistics.

## 10. Data Breach Management

In the event of a data breach, immediate action should be taken to contain the breach and minimise potential damage.

The tutor and Evermore Education must notify the affected student parents and the relevant authorities (such as the Information Commissioner's Office) as required by law.

## 11. Accountability

The contact tutor is responsible for ensuring compliance with this policy and for demonstrating compliance with data protection principles.

Regular reviews and audits should be conducted to ensure ongoing compliance.

## 12. Policy Review

This policy will be reviewed regularly, at least annually, to ensure it remains up-to-date with any changes in the law or data processing practices.

Contact Information If you have any questions about this policy or how your data is handled, please contact:

Directors: Gemma White & Dianne Farrugia

Email: [evermoreeducationuk@gmail.com](mailto:evermoreeducationuk@gmail.com)

This policy ensures that the contact tutor and students understand their rights and responsibilities under the Data Protection Act 2018 and GDPR, thereby fostering a safe and compliant environment for personal data handling.