

U-educate Ltd Confidentiality Policy 2025

1. Purpose

The purpose of this policy is to ensure that all personal and sensitive information held by U-educate Ltd is managed and protected in accordance with legal requirements and best practices. This policy applies to all staff, volunteers, and third-party providers associated with U-educate Ltd.

2. Scope

This policy covers all data subjects including students, parents, staff, and any other individuals whose personal data is processed by U-educate Ltd. It applies to all forms of information, whether spoken, written, or electronic.

3. Legal Framework

This policy is based on the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). It also aligns with the statutory guidance for alternative provision as outlined by the Department for Education.

4. Principles

- **Confidentiality:** All personal information must be treated as confidential and only shared on a need-to-know basis.
- **Transparency:** Individuals must be informed about how their data is being used and their rights regarding their data.
- **Security:** Appropriate technical and organisational measures must be taken to protect personal data against unauthorised access, loss, or damage.

5. Responsibilities

- **Staff and Volunteers:** Must ensure that they understand and comply with this policy. They are responsible for protecting the confidentiality of personal data they handle.
- **Data Protection Officer (DPO):** Oversees the implementation of this policy, provides training, and ensures compliance with data protection laws.
- **Third-Party Providers:** Must adhere to U-educate Ltd's confidentiality policy and data protection standards.

6. Data Handling

- **Collection:** Personal data should be collected only for specified, explicit, and legitimate purposes.

- **Storage:** Data must be stored securely, with access limited to authorised personnel.
- **Use:** Data should be used only for the purposes for which it was collected, unless further consent is obtained.
- **Disclosure:** Personal data should not be disclosed to third parties without the consent of the individual, except where required by law.

7. Data Subject Rights

Individuals have the right to:

- Access their personal data.
- Request correction of inaccurate data.
- Request deletion of their data.
- Object to the processing of their data.
- Request data portability.

8. Breach Notification

Any data breaches must be reported immediately to the DPO. The DPO will assess the breach and take appropriate action, including notifying the Information Commissioner's Office (ICO) and affected individuals if necessary.

9. Training and Awareness

All staff and volunteers must receive regular training on data protection and confidentiality. This policy will be reviewed annually and updated as necessary to ensure ongoing compliance with legal requirements.

10. Review

This policy will be reviewed annually by the DPO and updated as necessary to reflect changes in legislation or organisational practices.
