

MIAG



Data Protection & GDPR Policy

Ratified by Chair of Govs:

Signed by 

Date 

Policy Statement:

MIAG (Meeting Individual Aspirations & Goals) is committed to protecting the privacy and personal data of learners, staff, parents/carers, and other stakeholders. We handle personal information responsibly and in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Aims of the Policy:

- ✦ To ensure personal data is processed lawfully, fairly, and transparently
 - ✦ To protect the rights of individuals
 - ✦ To support good data management and safeguard sensitive information
 - ✦ To ensure compliance with statutory obligations
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Scope:

This policy applies to:

- ✦ All staff, volunteers, contractors, and governing members
 - ✦ All personal data processed by MIAG (e.g., learner records, staff files, safeguarding reports)
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Key Definitions:

Term:	Meaning:
Personal Data	Any information that can identify a person directly or indirectly
Data Subject	The individual whose data is being processed
Processing	Any use of personal data (e.g storing, sharing, collecting, deleting)
Special Category Data	Sensitive data (e.g health, SEND, Safeguarding)
Data Controller	MIAG (responsible for data processing)
Data Processor	Someone acting on MIAG's behalf (e.g IT provider)

Legal Basis for Data Processing:

We process personal data under the following lawful bases:

- ✚ **Consent** (e.g., for photos or media use)
 - ✚ **Legal obligation** (e.g., safeguarding records)
 - ✚ **Public task** (e.g., educating learners)
 - ✚ **Contractual obligation** (e.g., employment contracts)
 - ✚ **Vital interests** (e.g., protecting life)
 - ✚ **Legitimate interest** (if applicable, with assessment)
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Data Collected:

Examples include:

- ✚ Learner names, addresses, contact details
 - ✚ SEND, medical, and safeguarding information
 - ✚ Attendance, progress, and behavioural data
 - ✚ Staff HR records and training logs
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How We Use Personal Data:

We use personal data to:

- ✚ Deliver education and support services
 - ✚ Safeguard learners and staff
 - ✚ Comply with legal requirements
 - ✚ Communicate with families and professionals
 - ✚ Manage staff employment
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Data Security:

- ✚ Data is stored securely (password-protected systems, locked files)
 - ✚ Access is limited to authorised personnel only
 - ✚ Staff are trained in data protection practices
 - ✚ We use secure platforms for digital communication (e.g., MIS, encrypted email)
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Data Sharing:

Data may be shared with:

- ✚ Local Authorities/Commissioners
- ✚ Schools, colleges, or other educational providers
- ✚ Social services, health professionals, and safeguarding partners
- ✚ Exam boards or regulators (e.g., Ofsted)

We do not share personal data with third parties for marketing purposes.

Data Retention:

- ✚ Data is retained only for as long as necessary
 - ✚ Retention periods follow statutory guidance (e.g., child protection records kept until learner is 25)
 - ✚ Data is securely deleted or destroyed when no longer required
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Rights of the Data Subject:

Individuals have the right to:

- ✚ Be informed about how their data is used
 - ✚ Access their personal data
 - ✚ Request correction or deletion of data
 - ✚ Restrict or object to processing
 - ✚ Request data portability (in certain cases)
 - ✚ Withdraw consent at any time (where applicable)
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Subject Access Requests (SARs):

Requests to access data must be made in writing to the Chief Operating Officer. MIAG will respond within **one calendar month**, in line with UK GDPR.

Data Breaches:

All suspected data breaches must be reported immediately to the Chief Operating Officer. Serious breaches will be reported to the **Information Commissioner's Office (ICO)** within **72 hours** if required.

Roles and Responsibilities:

Role:	Responsibility:
Chief Operating Officer	Acts as the Data Protection Lead (DPL)
All Staff	Follow the policy, understand their duties and attend relevant training
External Providers/Contractors	Comply with GDPR through contractual agreements

Training:

All staff receive regular training on data protection and GDPR, including induction, annual updates, and additional guidance as needed.

Monitoring and Review:

This policy is reviewed **annually** or in line with legislative updates. MIAG keeps a **Data Protection Log** to record data-related incidents and improvements.

