

# **General Data Protection Regulation (GDPR) Policy**

## **Workplace Privacy**

This privacy notice aims to inform you about how we collect and process any information that we collect from you, or that you provide to us. It covers information that could identify you ("personal information") and information that could not. In the context of the law and this notice, "process" means collect, store, transfer, use or otherwise act on information. It tells you about your privacy rights and how the law protects you.

We are committed to protecting your privacy and the confidentiality of your personal information.

We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.

Our policy complies with the Data Protection Act 2018 (Act) accordingly incorporating the EU General Data Protection Regulation (GDPR).

The law requires us to tell you about your rights and our obligations to you in regard to the processing and control of your personal data. We do this now, by requesting that you read the information provided at <http://www.knowyourprivacyrights.org>

Except as set out below, we do not share, or sell, or disclose to a third party, any information collected.

## **What data are we collecting and why?**

***Brighton Forward information that is required to ensure we can support the health, well-being, education and development of our young people for the duration of their learning programme.***



Our records may include the following:

- Personal details (name, date of birth, next of kin, address, mobile, email)
- Medical information (disabilities, medication, allergies)
- Relevant background from other professionals (behaviour reports, learning needs)
- Financial information

We use this information to:

- Contact schools or families in case of emergency
- Protect vulnerable individuals, and the prevention and detection of crime
- To work in partnership with other professionals connected to our young people
- Ensure our learning programme is delivered appropriately and safely.

Most of the information you provide is mandatory. When the information requested is provided on a voluntary basis we will inform you of this choice.

### **What do we do with your data?**

- Information is protected and treated securely
- Records, files and supporting documents held as paper records are stored in a locked filing cabinet. Information stored on a computer is password protected.
- Information will not be shared with anyone without your consent or permission unless the law allows us to.

Brighton Forward is committed to keeping data safe and has a number of policies, procedures and plans in place to ensure all data is protected and handled in a compliant manner.

### **How long do we keep it?**

Personal data will not be retained by Brighton Forward for longer than necessary in relation to the purposes for which they were collected.

### **Who can access your data?**

Your information is only shared with your explicit consent or when Brighton Forward is legally required to do so.

Organisations that may request information may include:

- GPs, social workers or other agencies
- Hospitals
- Ofsted, or similar QA organization



## **Your Rights**

You have the right to:

- request a copy of the information that we hold for you. Please email [info@brightonforward.co.uk](mailto:info@brightonforward.co.uk)
- correct data that is inaccurate or incomplete.
- ask for the data we hold to be erased from our records.
- request Brighton Forward transfers any data that it holds on you to another company.
- request Brighton Forward limits the way it uses your personal data.
- challenge certain types of processing, such as direct marketing.
- request a review of automated processing (where relevant) if you believe the rules aren't being followed.
- Complain to the Information Commissioner's Office at The ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

**We must inform you if we believe that your data has been accidentally lost or inappropriately disclosed.**

The DPO of Brighton Forward is Laura Vallone contactable at [info@brightonforward.co.uk](mailto:info@brightonforward.co.uk)

Brighton Forward is committed to reviewing its policy and good practice annually.

This policy was revised on 1<sup>st</sup> June 2024