Data Protection & GDPR Policy

Version 1.0 · November 2026 · Next review: November 2027

1. Policy Statement

We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are registered with the Information Commissioner's Office (ICO) — Registration Number: _____

2. What We Collect & Why

Data Category	Purpose	Legal Basis
Personal details (name, DOB, address, contact)	Enrolment, identification, communication	Contract / consent
Attendance & progress records	Tracking learner journey, reporting to college	Legal obligation / legitimate interest
Funding eligibility data	Confirm AEB eligibility with college partners	Public task / legal obligation
Special category data (disability, ethnicity)	Reasonable adjustments, equality monitoring	Consent / substantial public interest

3. Learner Rights

Learners have the right to: access their data; correct inaccurate data; request erasure where the legal basis allows; withdraw consent at any time; lodge a complaint with the ICO.

4. Data Sharing & Retention

- Data shared only with funding partner college and relevant awarding bodies (e.g. NCFE/Cache).
- Never sold or shared for marketing purposes.
- Data sharing agreements in place with college partners.
- Records retained for minimum 3 years post-completion (longer if funding partner requires), then securely destroyed.

Signed (Academy Director): _____ Date: _____