



GDPR Policy

Date created: November 2025

Created by: Mr P Marsden

Review by: November 2026

1. Introduction

This policy sets out how Active Futures Academy collects, stores, processes, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to protecting the privacy and rights of our learners, parents/carers, staff, governors, contractors, and other stakeholders.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with data protection legislation.
- Promote transparency around the data we collect and why.
- Safeguard personal data and respect the rights of individuals.
- Establish responsibilities for staff handling personal data.

3. Scope

This policy applies to all personal data processed by the Provision, whether held electronically, on paper, or by other means, relating to:

- Learners and parents/carers.
- Staff, volunteers, and contractors.
- Visitors and external agencies.

4. Lawful Basis for Processing

We process personal data under the following lawful bases:

- **Legal obligation** – to comply with statutory requirements (e.g., safeguarding, Department for Education returns).
- **Public task** – to perform tasks carried out in the public interest or in the exercise of official authority.
- **Contract** – to fulfil an employment or service contract.
- **Consent** – where freely given, specific, informed, and unambiguous consent has been obtained (e.g., use of learner photos for publicity).
- **Legitimate interests** – where processing is necessary for our operations and does not override individual rights.

5. Categories of Data Collected

We may collect and process the following types of personal data:

Students

- Personal identifiers (name, date of birth, address, unique pupil number).
- Contact details of parents/carers.
- Educational records, attainment, and attendance.
- Safeguarding information (where legally required).
- Medical and special educational needs information.

Staff and Volunteers

- Personal identifiers and contact details.
- Employment records (qualifications, payroll, references, performance).
- Safeguarding and vetting information (DBS checks).

Other Stakeholders

- Visitor logs (CCTV images where applicable).
- Contractor details necessary for site management and safeguarding.

6. Data Sharing

We will only share personal data when necessary and lawful, for example with:

- The Department for Education (DfE).
- Local authorities and safeguarding partners.
- Ofsted and other regulators.
- NHS and other health services.
- External providers of services to learners (e.g., alternative curriculum placements).

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

7. Data Retention

Personal data will be retained in line with statutory retention periods and best practice, as outlined in the Information and Records Management Society (IRMS) toolkit. After this period, data will be securely destroyed or anonymised.

8. Data Security

We protect personal data by implementing appropriate technical and organisational measures, including:

- Secure storage (locked cabinets, password-protected systems).
 - Restricted access based on role.
 - Regular staff training on data protection.
 - Encryption and secure transfer methods.
 - Regular audits of data handling practices.
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9. Individual Rights

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used.
- Access their personal data.
- Rectify inaccurate data.
- Erase data (where applicable).
- Restrict or object to processing.
- Data portability (in limited circumstances).

10. Roles and Responsibilities

- **Governing Body/Management Committee** – overall accountability for compliance.
- **Headteacher/Manager** – operational responsibility for data protection.
- **Data Protection Officer (DPO)** – independent advice, monitoring, and point of contact with the ICO.
- **All Staff and Volunteers** – must comply with this policy and complete training.

11. Contact Details

For queries or to exercise your rights, please contact:

Headteacher

Mr P Marsden

Email: p.marsden@activefuturesacademy.co.uk

Phone: 07841021322

If you remain dissatisfied, you can contact:

Information Commissioner's Office (ICO)

Website: www.ico.org.uk

Helpline: 0303 123 1113

12. Review

This policy will be reviewed annually or sooner if required by legislation or guidance changes.