

GDPR / Data Protection Policy

All8 Sensory Support

The UK General Data Protection Regulation (UK GDPR), together with the Data Protection Act 2018, sets out how organisations must collect, use, store, share and protect personal data. All8 Sensory Support handles personal data relating to children, parents/carers, staff, contractors and other individuals, and will ensure that its data protection arrangements meet legal requirements and good practice expectations for education settings.

Everyone at All8 Sensory Support has a responsibility to protect personal data and to follow this policy and associated procedures. The Proprietor, acting as Data Protection Officer (DPO), is responsible for overseeing data protection compliance, advising staff on appropriate handling of personal data, monitoring practice, maintaining relevant records, and promoting a culture where privacy and confidentiality are understood and respected. Staff must seek advice from the DPO whenever they are unsure how personal data should be collected, used, stored, shared or deleted.

The DPO/Proprietor has attended GDPR training. Training records will be maintained and reviewed to ensure data protection knowledge remains current.

All staff, contractors and volunteers who handle personal data will receive appropriate data protection training and must follow All8 Sensory Support's policies and procedures. Staff are expected to handle personal data lawfully, fairly, securely and confidentially, and to ask the DPO/Proprietor for guidance where needed.

The DPO will hold additional duties, regarding child protection, contracts with suppliers and data protection activities such as data protection impact assessments (DPIAs).

All staff will know how to respond to the following situations.

Reporting personal data breaches

A personal data breach is a breach of security that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. All staff must report any actual or suspected personal data breach to the DPO/Proprietor immediately so it can be recorded, investigated and risk assessed. Where a breach is likely to result in a risk to individuals' rights and freedoms, All8 Sensory Support will notify the Information Commissioner's Office (ICO) within 72 hours of becoming aware of it, where feasible. Where there is a high risk to individuals, affected individuals will also be informed without undue delay.

All personal data breaches, including those that do not need to be reported to the ICO, will be documented. The record will include what happened, the type of data involved, who was affected, the likely consequences, actions taken, whether the ICO or individuals were notified, and any steps taken to reduce the risk of recurrence.

At All8 Sensory Support this includes breaches that could cause: discrimination, including bullying; identity theft or fraud; financial loss; reputational damage; and loss of confidentiality of personal data protected by professional secrecy.

Transferring data

Processor in the UK

Personal data can only be sent to a processor if there is a contract in place that makes sure the recipient will protect the personal data.

Processor outside the UK

If a processor is based outside the UK additional measures would be necessary to ensure data subjects' rights are protected.

The data subject

Individuals have rights in relation to their personal data, including the right to request access to the personal data All8 Sensory Support holds about them. Requests will be handled in line with UK GDPR requirements, and information will be provided unless a lawful exemption applies.

Contracts and agreements with processors and other relevant third parties will include appropriate data protection terms, including expectations for confidentiality, security, breach notification, data subject rights, retention, deletion and lawful transfer of personal data.

DSARs

Data subjects have a number of rights under the GDPR, including the right to access their personal data via a DSAR. A DSAR can also be used to exercise their other rights.

Possibly the most important part about DSARs is that the data subject can submit them in any way they like. They could ask in person, over a phone call, via email, by sending a letter or any other method they like. Because of this, everyone needs to know how to recognise a DSAR so that it can be acted on quickly.

All8 Sensory Support will respond to subject access requests without undue delay and normally within one calendar month. This period may be extended where a request is complex or where multiple requests have been received, in line with UK GDPR requirements. A record will be kept of the request, identity checks, decisions made, information provided, any exemptions applied, and the date the response was completed. The DPO/Proprietor will oversee the DSAR process.

Children's data

Children have the same rights as anyone else under the GDPR, and there are additional requirements to protect their data which All8 Sensory Support will follow at all times.

Children can consent to processing just like an adult as long as they are considered competent, otherwise consent must be given by their parent or guardian.

All8 Sensory Support acknowledges that for most data processing in a provision, consent is not the lawful basis. Consent applies to processing such as adding a child's photograph to

the school website or sending their details to the local press.

Where All8 Sensory Support uses online services that involve processing children's personal data, it will consider whether the service is an information society service and whether consent is the appropriate lawful basis. Where UK GDPR requires consent for an information society service offered directly to a child, the child must normally be at least 13 to give that consent. Where the child is under 13, consent must be given or authorised by a person with parental responsibility.

Apps and digital services

Before any app, platform or digital service is used to store, access or process personal data relating to children, staff or families, All8 Sensory Support will check that appropriate data protection safeguards are in place. This may include reviewing privacy information, security arrangements, data processing terms, retention arrangements and whether a data protection impact assessment is required. Staff must not introduce new apps or digital services for personal data processing without agreement from the DPO/Proprietor.

Supervisory authorities

Under the UK GDPR, the supervisory authority (data protection regulator) is the ICO. All8 Sensory Support will follow guidance from the ICO on all data protection.

Written by – Alison Alderton (DPO and Proprietor)

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