



EmpowerEd Data Protection Policy

- Date adopted: 1st September 2025
- Review date: 1st September 2026

1. Purpose

EmpowerEd is committed to protecting the privacy and security of personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the Information Commissioner's Office (ICO). This policy outlines how EmpowerEd collects, uses, stores, and shares personal data, and the rights of individuals whose data we process.

2. Scope

This policy applies to all EmpowerEd staff, volunteers, contractors, and visiting professionals, all personal data processed in relation to learners, parents/carers, staff, visitors, and partners, and all formats and locations in which personal data is held (paper, electronic, portable devices, cloud storage).

3. Key Principles

EmpowerEd will ensure all personal data is processed lawfully, fairly, and transparently; collected for specified, explicit, and legitimate purposes;

adequate, relevant, and limited to what is necessary; accurate and kept up to date; stored only as long as necessary; and processed securely.

4. Roles and Responsibilities

Karen Bell and Janice March are responsible for overseeing data protection compliance and acting as the main contact for data protection queries. All staff must comply with this policy, attend training, and report any data breaches immediately.

5. Lawful Bases for Processing

We will process personal data under one or more lawful bases defined in the UK GDPR, including consent, contract, legal obligation, vital interests, public task, and legitimate interests. Special category data will only be processed under Article 9 UK GDPR conditions.

6. Types of Data We Process

We may collect and process: learner data, parent/carer data, staff/volunteer data, and other personal data such as visitor records, CCTV (if used), and incident reports.

7. How We Collect Data

We collect personal data through referral forms, admissions processes, meetings, calls, emails, reports from schools/local authorities/professionals, and safeguarding or incident reports.

8. Data Sharing

We will only share data when required by law, safeguarding obligations, necessary for educational purposes, or with consent. Third-party processors must have GDPR-compliant agreements.

9. Data Retention

We keep data only as long as necessary in line with statutory requirements and our retention schedule (e.g., learner records – 6 years after leaving, staff records – 6 years after employment ends).

10. Data Security

We use secure passwords, restrict access, store paper records in locked cabinets, encrypt sensitive files, and securely back up data.

11. Rights of Individuals

Individuals have rights to be informed, access data, rectify data, request deletion, restrict/object to processing, and request portability. Requests must be made in writing.

12. Data Breaches

All staff must report any suspected breach immediately to the DPL. Serious breaches will be reported to the ICO within 72 hours as required.

13. Training and Awareness

All staff will receive induction and refresher training on data protection, confidentiality, and information security.

14. Related Policies

Safeguarding and Policy, Online Safety Policy, Behaviour Policy,

15. Review

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



EmpowerEd Privacy Notice

Who We Are

EmpowerEd provides personalised, part-time education for children and young people with additional needs. We take your privacy seriously and handle all personal information in line with the UK GDPR and Data Protection Act 2018.

The Data We Collect

We may collect and process learner information, parent/carer information, staff/volunteer information, and other data such as visitor logs, incident reports, and CCTV (if used).

How We Use Your Data

We process data to deliver education, safeguard children, communicate with parents/carers/professionals, and manage staff and visitors.

Sharing Your Data

We may share data with local authorities, schools, healthcare professionals, and service providers under GDPR-compliant agreements. We will not sell your data.

How We Store Your Data

Paper records are locked, electronic data is secured with passwords/encryption, and data is kept only as long as necessary in line with our retention schedule.

Your Rights

You have the right to access, correct, delete, restrict, or object to the use of your data, and to request portability. Contact our Data Protection Lead to make a request.

Data Breaches

If a breach occurs that risks your rights, we will inform you and the ICO within 72 hours where required.

Contact Us

Email: admin@empowered-north.co.uk. If you are unhappy with our response, you can contact the ICO at www.ico.org.uk.