



Data Protection and GDPR policy

The Data Protection Act 1998 (DPA) was introduced to establish a framework for the protection of personal or sensitive data and is underpinned by a set of eight principles.

The **General Data Protection Regulation (GDPR)** came into force on May 25, 2018, and was designed to modernise laws that protect the personal information of individuals.

By processing data in accordance with the data protection and GDPR principles, Splash Academy will ensure the safeguarding of data for all individuals engaged with the assessment, delivery and award of qualifications.

Policy aim and purpose

This policy has been designed to draw attention to the different types of personal or sensitive data which may be processed by Splash Academy. In addition, the data processing methods (including the concepts of obtaining, recording, retrieval, consultation, holding, disclosing and using) utilised by Splash Academy, for the purpose of fulfilling the role of an awarding organisation, are outlined within this policy.

Definition of data

Data refers to information about an individual (referred to as the 'data subject') that may be used or processed by Splash Academy (referred to as the 'data controller') in order to carry out the awarding function. There are two categories:

Personal data

- This is information which relates to a data subject who is able to be identified from those data or from those data with other information, which is already in possession, or likely to come into possession of, the data controller. Facts and opinions about the data subject which can be held electronically or on paper may also be considered as personal data.

Sensitive personal data

- This is information about a data subject relating to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health or

condition, sex life, the commission or alleged commission of any offence, criminal proceedings or convictions.

The data protection and GDPR principles

The following eight principles of the DPA must be adhered to when processing personal data:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall only be obtained for specified and lawful purposes
3. Personal data shall be adequate, relevant and not excessive
4. Personal data shall be kept accurate and, where necessary, kept up to date
5. Personal data shall not be kept for longer than is necessary
6. Personal data shall be processed in accordance with the rights of the data subject under this Act
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside of the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects.

Complying with the data protection and GDPR principles

To meet the legal obligations of GDPR and DA, Splash Academy has in place the following procedures to ensure the security of data for all individuals engaged with the delivery, assessment and award of qualifications.

- All relevant staff and volunteers have access to a copy of this policy
- All forms which require the collection of sensitive or personal data include a data protection statement to inform the data subject of how their data will be processed
- No data is used for the purposes of marketing, unless the data subject provides written consent to confirm that this is acceptable
- No personal data is disclosed, written or verbal, to anybody outside of Splash Academy unless written consent from the data subject is provided to confirm that this is acceptable
- Only nominated members of Splash Academy have access to personal data and process this information in accordance with the requirements of the awarding function

- All records are electronically stored, with appropriate protection in place to prevent unauthorised access from non-Splash Academy members of staff

How we use your information

Personal data collected will solely serve the purpose of enabling Splash Academy to carry out the requested activity. By submitting information to us, you are authorising Splash Academy to process your data accordingly. Should contact information be provided, you consent to receiving information relating to the requested activity by email, post or telephone unless stated otherwise.

Security of data

Splash Academy has in place appropriate measures to ensure the safety of stored data to prevent unauthorised use or disclosure. In the event of a breach of security (i.e. theft, deliberate attack on systems, unauthorised use of personal data by a member of staff, accidental loss or equipment failure), a recovery plan will be implemented. This will include procedures for assessing the risk associated with the breach, reviewing and updating security measures and notifying those individuals affected.

Monitoring and Review

This will be monitored and reviewed annually. Next review January 2021.