

Church Farm Educational Services
53 High Street
Snainton
Scarborough
North Yorkshire
YO13 9AN



GDPR Policy – updated August 2023
ICO compliant – see website for certificate

In May 2018, the General Data Protection Regulation (GDPR) became effective. This places responsibility on any person or business that collects personal data to ensure that this data is managed appropriately and is held securely.

What information will be held?

Church Farm Educational Services will act as a Data Controller (decides what data will be collected and why and how it will be used)

For clients accessing **tuition services**, the following data will be collected and stored securely:

- Name, age and year group of child
- Current progress data if shared by parent/school
- Email address and telephone number of parent/carer

For clients accessing **SEND consultancy services**, the following data will be collected and stored securely:

- Name, age and year group of child
- Email address and telephone number of parent/carer
- Documentation shared by parents which may include but not be limited to EHCP, EHCAR, DLA form, school reports, Educational Psychologist Report, formal diagnosis reports, GP letters/reports

In the case of clients accessing tuition and/or SEND Consultancy, all personal data held electronically will be deleted one month after termination of tuition or completion of work. Any documentation held in paper form will be shredded one month after termination of tuition or completion of work.

All data will be stored electronically in password protected files designated to each individual client. Any paper documentation will be stored securely in a locked cabinet.

How will information be communicated?

GDPR policy is available on the **Church Farm Educational Services** website
<https://churchfarmeducationalservices.co.uk/>

What is a SAR?

A SAR is a Subject Access Request. This is a request from a parent or carer for any personal information stored by **Church Farm Educational Services**. This could be reports, email communication, assessments, filed information etc.

A parent/carer can make a SAR at any time and **Church Farm Educational Services** will respond to this request within one month of receiving the request. The request should be made via letter or email.

Church Farm Educational Services will make best endeavours to share all information requested in a timely manner.

Will Church Farm Educational Services share Personal Information?

No personal data will be shared with third parties at any time except in the case of safeguarding concerns where this information would be shared with the relevant bodies (please see **Church Farm Educational Services** Safeguarding Policy)

Annually, *Hallgarth Accountants* in Pickering, North Yorkshire have access to invoices for tax purposes which do show parent/student names.

How long will Church Farm Educational Services keep personal data?

All personal data will be deleted/destroyed one month following either termination of tuition or completion of SEND Consultancy work.

However:

- ✓ **Anything related to safeguarding, accidents or incidents must be held by law until the child reaches the age of 21 years and 3 months.**
- ✓ **Contracts, consent forms, information sheets and payment information will be held for 7 years**

How is Consent obtained?

The **Church Farm Educational Services** GDPR policy will be shared with all stakeholders upon agreeing to services offered. It is the client's responsibility to read both the GDPR and Safeguarding policy prior to tuition commencing. Consent to the **Church Farm Educational Services'** GDPR Policy is agreed by commencement of either tuition or consultancy work.

Data Breaches:

A data breach may be identified as any activity where personal data is shared without permission (could be accidental or deliberate) Where this is identified, the relevant parties will be informed immediately and consulted with. Any emails or personal data which has been breached will be deleted immediately and a record kept of the date/time/details of the GDPR breach.

Data Protection Officer:

Myself as sole business owner

GDPR consent form

(to be signed and returned to Church Farm Educational Services) upon completion of an agreement for services offered.

I (client name) _____ have read and understood the Church Farm Educational Services GDPR policy.

I understand that personal data (as detailed above) may be collected and stored by Church Farm Educational Services (as detailed above) and will be deleted within one month on completion of tuition or SEND Consultancy work undertaken.

Signed: _____

Date: _____