



## **GDPR DATA PROTECTION POLICY**

### **Data Protection Statement**

Under data protection law, individuals have a right to be informed about how MEPA College uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

### **Contact Details:**

**MEPA COLLEGE**

**EARL HOUSE, 27 & 29 EARL STREET, MAIDSTONE, KENT, ME14 1PF**

**OR**

**STUDIO 6, UNIT B ROCKY HILL, LONDON ROAD, MAIDSTONE, ME16 8HS**

**01622 756644**

[info@mepacollege.com](mailto:info@mepacollege.com) / [efinch@mepatraining.com](mailto:efinch@mepatraining.com)

The school's data controller (Emma Finch) is responsible for ensuring its compliance with current Data Protection Law and can be contacted at the above address, email addresses or telephone number.

### **Why do we collect and use pupil information?**

We, MEPA College, are a data controller for the purposes of the Data Protection Act and the General Data Protection Regulations (GDPR) from 25 May 2018. We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

### **We use the pupil data to:**

- Support student learning;
- Monitor and report on students' progress;
- Provide appropriate pastoral care
- Protect student welfare;
- Assess the quality of our services;
- Comply with the law regarding data sharing;
- Administer admissions waiting lists.
- Apply for performance licenses

### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, date of birth, contact number, address);
- Characteristics (such as ethnicity, language, nationality, country of birth, home language);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Performance and assessment information (such as results of internal assessments and externally set tests, IDTA, BTEC);
- Exclusion information;

Relevant medical information, including physical and mental health (such as GP name, practice name and address, any medical conditions, allergies and therapy support);  
Special educational needs information;  
Details of any support received, including care packages, plans and support providers;  
Photographs and videos;  
Safeguarding information.

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education

**The categories of college workforce information that we collect, process, hold and share include:**

Personal information (such as name, employee or teacher number, national insurance number, date of birth, address)

Next of kin and emergency contact numbers

Contract information (such a start dates, hours worked, post, roles, annual leave and salary information)

Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process

Performance information

Outcomes of any disciplinary and/or grievance procedures

Copy of driving licence

Photographs

Data about your use of the school's information and communications system

Qualifications (and, where relevant, subjects taught)

Payroll information (salary information tax code, national insurance number, pension information, bank account details, childcare voucher information)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data.

This includes information about (where applicable):

Race, ethnicity, religious beliefs, sexual orientation and political opinions

Trade union membership

Health, including any medical conditions, and sickness records

**Why we collect and use this information**

We use workforce data to:

enable the development of a comprehensive picture of the workforce and how it is deployed

inform the development of recruitment and retention policies

enable individuals to be paid

ensure compliance with legal reporting duties

**Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

We need to comply with a legal obligation;

We need it to perform an official task in the public interest.

Less commonly, we may also process students' personal data in situations where:

We have obtained consent to use it in a certain way;

We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. MEPA Academy holds a data inventory. Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

**Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information-workforce**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance. This includes you work on a self-employed basis with MEPA College.

### **Storing student data –students**

MEPA College keep information about you on computer systems and also sometimes on paper. We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy, or we are legally required to do so.

### **Who we share this information with-workforce**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

Our local authority (Kent County Council)

The Department for Education (DfE)

Teacher pension scheme and local government pension scheme

Your family or representatives

Educators and examining bodies

Our regulator (Ofsted and ISA, CDMT)

Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll

Financial organisations

Central and local government

Survey and research organisations

Trade unions and associations

Health authorities

Security organisations

Health and social welfare organisations

Professional advisers and consultants

Charities and voluntary organisations

Police forces, courts, tribunals

Professional bodies

Employment and recruitment agencies

### **Who we share information with-Students**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with: Schools/educational establishments that you attend after leaving us;

Our local authority (Kent County Council) and their commissioned providers of local authority services;

The Department for Education (DfE);

NHS & Social Services;

The students family and representatives;

Educators and examining bodies;

Our regulator (Ofsted / CDMT);

Suppliers and service providers – to enable them to provide the service we have contracted them for;

Central and local government;

Survey and research organisations;

Professional advisers and consultants;

Police forces, courts, tribunals;  
Professional bodies.

You also have the right to:

object to processing of personal data that is likely to cause, or is causing, damage or distress

prevent processing for the purpose of direct marketing

object to decisions being taken by automated means

in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations