



## **DATA PROTECTION & PRIVACY POLICY - Safe Space Education**

Version 1 (01/03/2026)

### **1. Introduction**

**Safe Space Education** is committed to protecting the privacy and personal data of all children, young people, parents/carers, schools, and professionals who engage with our services.

We comply with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Education Act 1996
- Keeping Children Safe in Education (KCSIE)
- Local safeguarding partnership requirements

This policy explains what data we collect, why we collect it, how we use it, and how we keep it safe.

### **2. What Personal Data We Collect**

We collect only the information necessary to deliver safe, effective education and support.

#### **For Pupils**

- Full name
- Date of birth
- School/setting
- Contact details (where appropriate)
- SEN information
- Behaviour, attendance, and safeguarding information
- Education plans, targets, and progress data
- Medical information relevant to safety
- Emergency contact details

#### **For Parents/Carers**

- Names
- Contact details
- Communication records



### **For Schools / Local Authorities**

- Staff contact details
- Referral information
- Reports and progress updates

### **For Tutors / Staff**

- Name, address, contact details
- DBS information
- Qualifications and training
- Employment/contract details
- Safeguarding records (where relevant)

### **3. How We Collect Data**

We collect data through:

- Referral forms from schools or local authorities
- Direct communication with parents/carers
- Assessments and progress reviews
- Safeguarding disclosures
- Attendance and session records
- Tutor onboarding and HR processes

### **4. Why We Collect and Use Personal Data**

We process personal data to:

- Deliver Alternative Provision and tuition/mentoring services
- Safeguard children and young people
- Monitor progress and outcomes
- Communicate with schools, parents, and professionals
- Meet legal obligations (e.g., safeguarding, attendance)
- Manage staff and tutors
- Maintain accurate financial and administrative records



Our lawful bases for processing include:

- **Public task** (education provision)
- **Legal obligation** (safeguarding, attendance, reporting)
- **Contract** (providing services to schools/LAs)
- **Vital interests** (protecting life)
- **Consent** (where required, e.g., photos)

## 5. How We Store and Protect Data

We take data security seriously. We use:

Encrypted digital storage

- Password-protected systems
- Secure email communication
- Restricted access based on role
- Secure deletion and retention procedures
- Regular safeguarding and GDPR training for staff

Paper records (if used) are stored in a locked cabinet and destroyed securely.

## 6. Sharing Personal Data

We only share data when necessary and appropriate.

We may share information with:

- Schools and Multi-Academy Trusts
- Local Authorities
- Social care or safeguarding partners
- Health professionals (where relevant)
- Tutors and staff working directly with the student
- Emergency services (if required)

We **never** sell personal data.



## 7. Safeguarding & Child Protection

Where safeguarding concerns arise, we follow statutory guidance and may share information without consent if:

- A child is at risk of harm
- It is required by law
- It is necessary to protect vital interests

We follow KCSIE and local safeguarding partnership procedures.

## 8. Data Retention

We keep data only for as long as necessary:

- Student records: **6 years** after last contact
- Safeguarding records: **until the young person reaches age 25**, or longer depending on case
- Staff/tutor records: **6 years** after contract ends
- Financial records: **6 years**

After this, data is securely deleted or destroyed.

## 9. Your Rights

Under UK GDPR, individuals have the right to:

- Access their data
- Request correction
- Request deletion (where appropriate)
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent (where consent is the lawful basis)

Requests can be made to the Data Protection Officer (Jane McNiven):

[hello@safespaceeducation.co.uk](mailto:hello@safespaceeducation.co.uk)



## 10. Data Breaches

If a data breach occurs, we will:

- Investigate immediately
- Take steps to minimise harm
- Notify affected individuals where required
- Report to the ICO if the breach poses a risk to rights and freedoms

## 11. Contact Details

For questions, concerns, or data requests:

**Data Protection Officer (DPO):** Jane McNiven **Email:** [hello@safespaceeducation.co.uk](mailto:hello@safespaceeducation.co.uk)

**Phone:** 07704 938936

**Address:** Safe Space Education, Lytchett House, 13 Freeland Park. Wareham Road, Poole, Dorset. BH16 6FA

If you are unhappy with our response, you can contact the Information Commissioner's Office (ICO) [Information Commissioner's Office](#)

Policy review date: 01.03.2027