



# ReConnect

## Data Protection and Confidentiality Policy

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### 1. Purpose

The purpose of this policy is to outline how ReConnect will collect, use, store, and protect personal data. This policy aims to ensure compliance with relevant data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. Scope

This policy applies to all staff, volunteers, and anyone associated with ReConnect who may have access to personal data. It covers all forms of data, including digital and paper records.

### 3. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual, including names, addresses, contact details, and any other information that can be used to identify someone.
- **Special Category Data:** Sensitive personal data such as health information, racial or ethnic origin, religious beliefs, or other data that requires additional protection.

### 4. Data Protection Principles

ReConnect will adhere to the following principles when processing personal data:

1. **Lawfulness, Fairness, and Transparency:** Data will be processed lawfully and fairly, and individuals will be informed about how their data is used.
2. **Purpose Limitation:** Personal data will be collected for specified, legitimate purposes and not processed further in a manner incompatible with those purposes.
3. **Data Minimisation:** Only personal data that is necessary for the intended purpose will be collected and processed.
4. **Accuracy:** Personal data will be kept accurate and up to date; inaccuracies will be corrected without delay.
5. **Storage Limitation:** Personal data will be retained only as long as necessary for the purposes for which it was processed.
6. **Integrity and Confidentiality:** Personal data will be processed securely, protecting against unauthorised or unlawful processing and accidental loss, destruction, or damage.

### 5. Data Collection and Usage

ReConnect will collect personal data for the following purposes:

- Enrolment and registration of students.
- Monitoring progress and performance.
- Communicating with students and parents/guardians.
- Meeting legal obligations and regulatory requirements.
- Providing a safe and secure learning environment.

### 6. Consent

Where necessary, explicit consent will be obtained from individuals before collecting or processing personal data, particularly for special category data. Individuals have the right to withdraw their consent at any time.

## **7. Data Sharing**

Personal data will not be shared with third parties without explicit consent unless required by law or to protect the safety of individuals. Any data sharing will be done in compliance with applicable laws and regulations.

## **8. Data Security**

ReConnect will implement appropriate technical and organisational measures to ensure the security of personal data, including:

- Secure storage of both electronic and paper records.
- Access controls to limit who can view personal data.
- Regular training for staff on data protection and confidentiality.

## **9. Data Breaches**

In the event of a data breach, ReConnect will follow established procedures to manage and mitigate the breach. This includes reporting the breach to the relevant supervisory authority and notifying affected individuals where required.

## **10. Rights of Individuals**

Individuals have the following rights regarding their personal data:

- The right to access their personal data.
- The right to rectify inaccuracies in their personal data.
- The right to request the deletion of their personal data.
- The right to restrict processing of their personal data.
- The right to data portability.

Requests for exercising these rights should be directed to the designated Data Protection Officer (DPO).

## **11. Policy Review**

This policy will be reviewed annually or whenever there are significant changes to data protection legislation or ReConnect's operations.

## **12. Contact Information**

For questions or concerns regarding this policy, please contact:

### **Data Protection Officer**

ReConnect  
admin@reconnect1-1.com