**GDPR and Data Protection Policy**

**Introduction**

ICAN Education is committed to protecting the privacy and data of all individuals associated

with our organisation, including students, parents, employees, contractors, volunteers, and

other stakeholders. This GDPR and Data Protection Policy outlines our compliance with the

General Data Protection Regulation (GDPR) and our commitment to ensuring the responsible

handling of personal data. We recognise the importance of safeguarding personal information

and respecting individuals' rights to privacy.

**Principles**

**Lawfulness, Fairness, and Transparency:** ICAN Education will process personal data in a

lawful, fair, and transparent manner, ensuring individuals are informed about how their data is used.

**Purpose Limitation:** Personal data will be collected and processed only for specific, explicit,

and legitimate purposes, and not further processed in a manner incompatible with those

Purposes.

**Data Minimization**: ICAN Education will ensure that personal data is adequate, relevant, and

limited to what is necessary for the purposes for which it is processed.

**Accuracy:** ICAN Education will take reasonable steps to ensure the accuracy of personal data

and update it when necessary.

**Storage Limitation:** Personal data will be kept for no longer than is necessary for the purposes

for which it is processed.

**Integrity and Confidentiality:** ICAN Education will implement appropriate security measures to

protect personal data from unauthorised access, disclosure, alteration, or destruction.

**Processing Data**

**Data Collection and Consent:**

ICAN Education will collect and process student information, including names, contact

details, and academic records, with the consent of the student or their legal guardian, if

applicable. Students or legal guardians will be informed about the purposes for which their data

will be processed and asked for explicit consent.

**Emergency Contact with Guardians:**

ICAN Education tutors will only contact guardians in cases of emergencies or when

necessary for the student's well-being.

**Data Minimization:**

ICAN Education will collect only the necessary information required for educational

purposes, and data will be limited to what is essential.

**Data Accuracy:**

ICAN Education will ensure that student information is accurate and up-to-date.

Students and legal guardians are encouraged to notify any changes in their data.

**Confidentiality:**

ICAN Education staff are bound by confidentiality agreements and will not share

student information with third parties unless required by law or with explicit consent.

**Photos and Media:**

Photos and media featuring students will be shared within a secure WhatsApp group,

where only authorised individuals have access. After sharing photos, they will be deleted from personal devices to prevent unauthorised distribution.

**Data Security:**

ICAN Education will implement appropriate technical and organizational measures to

protect student data from unauthorised access, disclosure, or alteration.

**Data Retention:**

Student data will be retained only for the duration necessary to fulfill the purposes for

which it was collected, and in compliance with legal requirements. RIGHTS OF

**Rights of Individual:**

ICAN Education respects the rights of individuals regarding their personal data, including the

right to access, rectify, erase, restrict processing, and object to processing.

Individuals can exercise these rights by contacting ICAN Education's Data Protection Officer at info@ican-education.co.uk.

ICAN Education will ensure that 14 days from request of removal of data, the request will be

Completed.

**Conclusion:**

**Reporting:**

We have procedures in place to detect, report, and investigate any personal data breaches. In case of a breach, we will notify the appropriate supervisory authority and affected individuals, where required by law.

**Review:**

ICAN Education will regularly review and update this GDPR and Data Protection Policy to

ensure its effectiveness in protecting personal data and complying with data protection laws.

ICAN Education is dedicated to upholding the highest standards of data protection and privacy

for all individuals associated with the organisation. This policy demonstrates our commitment

to responsible data handling and the protection of individuals' rights.

**To be reviewed:** September 2024