



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD GDPR Policy

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Introduction:

FAST FORWARD takes very seriously its responsibilities concerning the protection of information and data supplied and how it is collected, used, stored and erased.

FAST FORWARD Policy link updates:

Keeping Children Safe in Education 2022, Child Protection and Safeguarding 2022, Risk and Needs, Diversity and Equality, Children Missing in a, Working Together to Improve Attendance, Whistleblowing Policies. Furthermore, on request are available through the Director.

Aim/Statement:

The Data Protection Act 1998 has now been replaced by the EU Data Protections standards General Data Protection Regulations 2018 and a new set of legislation designed to reform the Legal Framework for ensuring the right of EU residents to a private life. Data Protection runs in a very similar way with added new procedures for businesses/schools to follow to ensure all Individuals have more Individual rights. Tighter regulations for those businesses that work with children/education.

It is designed to better control personal data. It is hoped that these modernised and unified rules will allow businesses to make the most of the digital single market by reducing regulation and benefitting for reinforcing consumer trust.

Digital technology has changed the way many organisations operate and the evolving means of collecting, storing and processing personal data has meant that laws have needed to be significantly changed to keep pace.

There are 3 types of data:

1. **Personal Data** – relates directly to the individual and linked directly to them.
2. **Anonymous Data** – has been properly anonymised cannot be traced back to the original individuals in any way but can still be processed by organisations to conduct research. Full anonymous data does NOT come under GDPR.
3. **Pseudonymous Data** – some data which has been properly pseudonymised, can only be connected back to an individual using a specific key or code. Extra layer of security but data is still treated as personal data under GDPR, due to possible personal identification.

The GDPR has been in existence for over five years now. But other than a flurry of activity when it came to everyone's attention in 2018, for many companies it has faded into the background... the changes that have come about since the UK left the EU, and a quick run through of the obligations it puts on UK businesses. A more Global approach is now being regarded and the cloud space that is now used. [GDPR Update: Everything you wanted to know about GDPR in 2021 \(british-assessment.co.uk\)](http://british-assessment.co.uk)

Recently the Data Protection and Digital Information Bill 2022 is now under review which will change the GDPR regulations in the future. However, updates to the 2018 GDPR regulations [GDPR is here - GOV.UK \(www.gov.uk\)](http://www.gov.uk) to 2022 requirements have been initiated for the reasons set within the policy. The updates stated below identify the reviewed legislation and reasons for the changes.

Policy links and updates: Introduction to changes for GDPR 2022.

1. [The Data Protection and Digital Information Bill 2022-23](#)
2. [Data Protection Bill Overview - GOV.UK \(www.gov.uk\)](#)

The links above show key future changes/reviews and impacts to these, especially with links to Child Protection and Safeguarding.

FAST FORWARD will keep updated and will consider the changes with the use of client's data.

GDPR Key Changes

It is important that you are aware of GDPR key changes and how to implement GDPR. To help you with this, we have summarised the key points:

- There is an increased territorial scope – it applies to **all companies** that process personal data of people residing in the union, regardless of the company's location.
- You must give data subjects **more information** when you are collecting their personal data.
- There are new regulations for **gaining consent** to collect personal data. Both consent and explicit consent now require clear affirmative action.
- The age barrier for collecting data is rising from 13 to **16**.
- You must **delete** data that you are not using for its original purpose.
- People can **revoke their consent** to data processing at any time, and it must be easy for them to do so. More control must be given to the data subjects.
- You have **72 hours** to notify data breaches to regulators, unless the breach is unlikely to result in a risk to data subjects.
- There is a **single national office** for complaints.
- Large data controllers must appoint a **Data Protection Officer**.
- If you do not comply with the GDPR, you could face fines in relation to the earnings of the company's profits.

Procedures

FAST FORWARD is registered with the ICO.

Within FAST FORWARD all standards have been met in line with the May 25th 2018 (Reviewed 2022) start of the Legislation and Audit, Privacy Notices to Staff and Partnerships and updated Data Protection Policies and cross-referenced Policies have been implemented by a designated Data Protection Officer (DPO). All Safeguarding teams are also liaised with if breaches have been reported under Child Protection.

Monitoring will be done by the Data Protection Officer to ensure accurate data collection and storing is evident and those who have a 'Right to be Forgotten' are erased and meet the timescale given. (See FAST FORWARD Retention Policy) A new reformed area of the GDPR to ensure data is managed more effectively, in our case, as the Processor. It will allow us to remove any inaccurate data within the company. DPO to be responsible for this role and advise other staff within the provision to support and ensure that data is deleted and retained effectively.

However, everyone within FAST FORWARD has a responsibility for using data and has to follow strict rules, called 'data protection principles. Making sure that all of FAST FORWARD'S information is used:

- Fairness and transparency and lawfulness
- For limited, specifically stated purposes
- Used in a way that is adequate, relevant and excessive and accurate
- Kept no longer than necessary and safe and secure – storage limitation
- Integrity and confidentiality
- Not transferred outside the EU economic areas without adequate protection

Employees and volunteers have more legal protection for more sensitive information at FAST FORWARD, in relation to:

- Ethnic Backgrounds
- Political opinions
- Religious Beliefs
- Health
- Sexual Health
- Criminal Records

Staff within FAST FORWARD have been made aware of the changes to the Data Protection Act for students, schools and themselves and training implemented into staff meetings; a Privacy Policy issued to all staff and school partnerships. The Privacy Policy allows 'Greater Disclosure' and a better protection for their rights. Participating in training with future updates and reviews on GDPR.

As part of FAST FORWARD New Staff Induction Pack the Privacy Policy will be included and informed on or after post has been given to the candidate. Staff training on GDPR and E-Safety will be ongoing.

All Trustees/Governing bodies to partake in DBS and checked through the company processes.

Staff are not to disclose any personal data other than is necessary, within the terms of the organisation's notification, to carry out the role for which they are employed.

Student inductions/school referral forms will now indicate the GDPR within FAST FORWARD, implemented into the systems we have. Teaching and Learning activities will be added to support the awareness and reinforcement of data protection and of E-Safety at FAST FORWARD.

Understanding that the change in 'purposes, description, sources, disclosures, transfers' of the personal data under their control may require an amendment to what has been notified.

Linked to this Policy are the strict guidelines and procedures for the Filming and Photography of Individuals, and in particular Children. Please refer to FAST FORWARD's guidance under Photo Consent Forms.

Given below is information regarding the processing of personal data specifically as it relates to the personnel management processes of the organisation.

Processing of Personal Data

The GDPR legislation continues to regulate the way in which certain data about employees and volunteers, both in paper and electronic form, is held and used. Allowing that individual now more control on their own data information.

The following will give employees/students and volunteers some useful information in terms of the type of data that FAST FORWARD keeps about them and the purposes for which this is kept.

Throughout employment and volunteering and for as long as is necessary after the termination of employment, the organisation will need to process data about employees and volunteers for purposes

connected with their employment, including their recruitment and the termination of their employment. See Retention/Deletion Policy for further information.

Processing includes the collection, processing, storage, sharing and erasing of data. Among many new conditions, FAST FORWARD keeps a detailed record of how and when an individual gives consent to store and use their personal data. These will be met in line with the set Regulations.

All personal data presently held and informed specifying:

- A general description of security measures;
- The purpose for which the data is used;
- A description of the data and the data subjects;
- The sources and disclosures applicable to the information comprising the data; and
- The countries outside the European Economic Area to which the data is transferred (overseas transfer)

The kind of data that FAST FORWARD will process includes:

- any references obtained during recruitment
- details of terms of employment
- payroll details
- tax and national insurance information
- details of job duties
- details of health and sickness absence records
- details of holiday records
- information about performance
- details of any disciplinary investigations, proceedings and outcomes
- training records
- contact names and addresses
- correspondence with the Organisation and other information that employees have given the Organisation

Within the new GDPR regulations there will be an Audit that reflects whose data we process; and reflect the direct and accurate contacts that this information is sent to. Monitoring of accurate data will be completed over the Academic Year.

Data and the audit for contacts is reviewed six monthly/yearly due to the nature of FAST FORWARDs on roll system, some schools are used again and will depend on where a learner will be referred from, the audit reflects this. Data is kept on the audit as the school can be used again with the academic year. This keeps information accurate and correct for contact information. (Again Deletion/Retention Policy will explain this further)

FAST FORWARD believes that those records used are consistent with the employment relationship between the organisation and its employees and volunteers and with the data protection principles. The data FAST FORWARD holds will be for management and administrative use only but the organisation may, from time to time, need to disclose some data they hold about employees or volunteers to relevant third parties (e.g., where legally obliged to do so by the Inland Revenue or were requested to do so by employees or volunteers for the purpose of giving a reference.)

In some cases, the organisation may hold sensitive personal data, as defined by the legislation, about employees. For example, this could be information about a person's health, racial or ethnic origin, criminal convictions, trade union membership or political or religious beliefs. This information may be processed not only to meet the organisation's legal responsibilities but, for example, for purposes of personnel management and administration, suitability for employment and to comply with equal opportunity legislation. This should be done within a 72-hour period if reporting is required. Since this information is considered sensitive, the processing of which may cause concern or distress, individuals will be asked to give express consent for this information to be processed, unless the organisation has a specific legal requirement to process such data. (Attachment for Schools Partnership/E-Safety and information for Parents/Carers).

Accessibility by employees and volunteers

Employees may, within a period of forty days of their written request, or where applicable, a period of forty days from the payment of the fee, inspect and/or have a copy, subject to the requirements of the legislation, of information in their own personnel file and/or other specified personal data and, if necessary, require corrections should such records be faulty. Those employees who wish to do so much make a written request to the Directors. An administration fee of £10 may be required by the organisation.

The Organisation is entitled to change the above provisions at any time at its discretion.

Policy links: In progress for further Policies (December 2019)

- Acceptable use of technology and E-Safety Policy
- Safeguarding Policy
- Deletion/Retention Policy

Monitoring and Review

This Policy will be reviewed by the Director/DPO/DSL to ensure compliance with legislation and promote good practice.

An Audit will be implemented once registration goes through for 2023-2024.

Written by: Adele Meek (QA Consultant)

Approved by Director Steve Lee

7th September 2024 / Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.