



GDPR Policy

October 2023

Work Place Privacy

Introduction

This privacy notice aims to inform you about how we collect and process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information. It tells you about your privacy rights and how the law protects you.

We are committed to protecting your privacy and the confidentiality of your personal information. Our policy is not just an exercise in complying with the law, but a continuation of our respect for you and your personal information.

We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.

Our policy complies with the Data Protection Act 2018 (Act) accordingly incorporating the EU General Data Protection Regulation (GDPR).

The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at <http://www.knowyourprivacyrights.org>

Except as set out below, we do not share, or sell, or disclose to a third party, any information collected.

What data are we collecting and why?

We request information that is required to ensure we can support the health, well-being, education and employability of our trainees for the duration of their learning programme.

Our records may include the following:

- Personal details (name, date of birth, next of kin, address, mobile, email)
- Medical information (disabilities, medication, allergies)
- Relevant background from other professionals (behavior reports, learning needs)
- Financial information

We use this information to:

- Contact schools or families in case of emergency
- Protect vulnerable individuals, and the prevention and detection of crime
- To work in partnership with other agencies connected to our trainees and The Sand Project
- Ensure our learning programme is delivered appropriately and safely.

Most of the information you provide is mandatory. When the information requested is provided on a voluntary basis we will inform you of this choice.

What do we do with your data?

- Information is protected and treated securely
- Records, files and supporting documents held as paper records are stored in a locked filing cabinet. Information stored on a computer is password protected.
- Information will not be shared with anyone without your consent or permission unless the law allows us to.

The Sand Project is committed to keeping data safe and has a number of policies, procedures and plans in place to ensure all data is protected and handled in a compliant manner.

How long do we keep it?

Personal data will not be retained by The Sand Project for longer than necessary in relation to the purposes for which they were collected.

Who can access your data?

Your information is only shared with your explicit consent or when The Sand Project is legally required to do so.

Organisations that may request information may include:

- GPs, social workers or other agencies
- Hospitals
- Ofsted, or similar QA organization
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Your Rights

You have the right to:

- request a copy of the information that we hold for you. Please email info@thesandproject.co.uk.
- correct data that is inaccurate or incomplete.
- ask for the data we hold to be erased from our records.
- request The Sand Project transfers any data that it holds on you to another company.
- request The Sand Project limits the way it uses your personal data.
- challenge certain types of processing, such as direct marketing.

- request a review of automated processing (where relevant) if you believe the rules aren't being followed.

- Complain to the Information Commissioner's Office at The ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

We must inform you if we believe that your data has been accidentally lost or inappropriately disclosed.

The DPO of The Sand Project Ltd is Kate Wilson. Please direct any requests or enquiries to kate@thesandproject.co.uk