

The Meadow



Data Protection Policy

Created	Claire Imhasly	September 2022
Reviewed	Claire Imhasly	September 2023
Next review due		September 2024

1. Scope

This policy applies to all personal data collected, processed, stored, or transmitted by Meadow Learning CIC in the course of its operations related to the community group.

2. Data Protection Principles

Meadow Learning CIC recognises the importance of protecting the personal and sensitive information of the families and children within our home education community. This Data Protection Policy outlines our commitment to ensuring compliance with the General Data Protection Regulation (GDPR) and UK data protection laws.

Article 5 of the GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against

accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. Data Collection and Use

We collect and process personal information, including but not limited to names, contact details, and educational information, solely for the purpose of facilitating and managing participation in our community.

The information collected is used exclusively for administrative, communication, and educational purposes related to Meadow Learning CIC's activities.

4. Data Security and Storage

All personal data collected and stored by Meadow Learning CIC is held securely and accessed only by authorised personnel on a need-to-know basis.

Google Drive is utilised as a platform to store and manage family information. Access to these files is restricted to authorised staff members and is protected using industry-standard security measures, including encryption and access controls.

5. Data Minimisation

The Meadow Learning CIC shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Data Retention

Personal information is retained only for as long as necessary to fulfil the purposes outlined in this policy and in compliance with legal requirements. Data no longer required is securely deleted or anonymised.

7. Data Sharing and Disclosure

Meadow Learning CIC does not share or disclose personal information with third parties without explicit consent, unless required by law or for the protection of legal rights.

8. Individual Rights

Individuals have the right to access, rectify, or erase their personal information held by Meadow Learning CIC. Requests for such actions should be submitted in writing.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, The Meadow Learning CIC shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

10. Review and Update

This Data Protection Policy is subject to periodic review to ensure it remains in compliance with applicable data protection laws and reflects current best practices.

11. Contact Information

For inquiries, requests, or concerns related to data protection or the handling of personal information, please contact:

Claire Imhasly

themeadowbath@gmail.com