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Data Protection Policy

Issue 9

September 2023

Review date: September 2024 (To be read in conjunction with the Information Sharing Policy)

This policy statement summarises the approach taken by Foundation Futures CIC. to comply with legal and regulatory obligations under the Data Protection Act and additional legislation in the GDPR.

The Company supports the rights of individuals to gain access to personal information held about them and their right to challenge the accuracy of the data held.

For the purpose of this policy, data is information held in any form, including written and electronic notes and records.

All Company data should be stored safely, disposed of correctly and may only be disclosed within the constraints of the law.

In particular we will aim to:

- Ensure fair collection and use of information
- Specify the purposes for which the information will be used
- Collect and process information only if it is required for operational purposes or to comply with any legal requirements
- Ensure that people about whom we hold information are aware of processing being undertaken
- Take appropriate technical and organisational measures to safeguard personal information

Information Entitlement

All employees, learners and other users are entitled to:

- Know what personal information the company holds and processes about them
- Know how to gain access to personal information by following correct procedures
- Give and receive feedback on inaccuracies in data so corrections can be made
- Know how to keep personal data up to date

Data Protection Principles

The Company aims to adhere to Eight Data Protection Principles which require that personal data shall be:

- Obtained and processed lawfully according to the requirements of the Act
- Obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- Adequate, relevant and not excessive for the purposes
- Accurate and kept up to date
- Kept for no longer than necessary
- Processed in accordance with the data subject's rights
- Kept safe from unauthorised access
- Transferred where requested only to a country within the EU

Company Directors are responsible for ensuring that:

- All staff are made aware of the existence and the content of the Policy and the Act
- They and their staff understand the requirements of the Act as it applies to them
- Practices and systems within their area of responsibility follow the Company Policy
- Appropriate permission / consent forms are used when formally seeking permission to access and / or process personal data
- Sufficient and up to date training is undertaken by themselves and is provided for all Foundation Futures staff
- The Policy is implemented at all times with regular reminders for all staff

Foundation Futures Staff are responsible for ensuring that:

- They meet their responsibilities under the Act, whether or not they create, receive or maintain information
- Information they process is handled in compliance with this policy and associated procedures and guidelines provided by schools and other partner organisations as applicable
- Familiarise themselves with the Data Protection Act (1998), GDPR and this Policy
- Use appropriate permission / consent forms when formally seeking permission to access and / or process personal data