



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Digital Privacy Policy

1. Introduction

Orchard Academy is dedicated to safeguarding the digital privacy of our students, staff, and stakeholders. This policy outlines our approach to collecting, using, storing, and sharing digital information, ensuring compliance with applicable data protection laws, including the UK General Data Protection Regulation (GDPR).

2. Purpose

The purpose of this policy is to:

- Ensure that digital data is collected and processed lawfully and transparently.
- Protect the personal information of our users against unauthorized access, disclosure, and misuse.
- Foster trust and transparency with our students, staff, and stakeholders regarding our digital practices.

3. Scope

This policy applies to all digital data collected, processed, and stored by Orchard Academy, including data from:

- Our website and online platforms.
- Learning management systems.
- Communication tools and applications.

4. Digital Data Collection

Orchard Academy may collect the following types of digital data:

- Personal Information: Names, contact details, usernames, and passwords.
- Usage Data: Information on how users interact with our digital platforms, including IP addresses, browser types, and pages visited.

- Communication Data: Records of communication between users and Orchard Academy via email, chat, or other digital means.
- Analytics Data: Aggregated data for monitoring and improving our digital services.

5. Data Use

Personal data collected through digital platforms is used for the following purposes:

- Delivering educational services and support.
- Facilitating communication between students, parents, and staff.
- Improving our digital platforms based on user feedback and analytics.
- Ensuring the security and functionality of our systems.

6. Data Storage and Security

Orchard Academy employs the following measures to protect digital data:

- Data is stored on secure servers with encryption and access controls.
- Regular audits and assessments of our digital security practices.
- Staff training on digital privacy and data protection.

7. Data Sharing

Personal data may be shared in the following circumstances:

- With authorized personnel within Orchard Academy for educational and administrative purposes.
- With third-party service providers who assist in delivering our digital services (e.g., cloud storage providers, communication platforms), under strict contractual obligations to protect data.
- As required by law or to protect our rights and safety.

8. Cookies and Tracking Technologies

Orchard Academy uses cookies and similar tracking technologies to enhance user experience on our website. We will:

- Provide clear information about the types of cookies used and their purposes.
- Obtain consent from users for the use of non-essential cookies.
- Allow users to manage their cookie preferences through browser settings.

9. Data Retention

Digital data will be retained only as long as necessary for the purposes outlined in this policy or as required by law. Data will be securely deleted when no longer needed.

10. Individual Rights

Individuals have the following rights regarding their digital data:

- Right to Access: Request access to personal data held by Orchard Academy.
- Right to Rectification: Request corrections to any inaccurate or incomplete personal data.
- Right to Erasure: Request deletion of personal data under certain circumstances.
- Right to Restrict Processing: Request restriction of processing in certain situations.
- Right to Data Portability: Request transfer of data to another provider in a commonly used format.
- Right to Withdraw Consent: Withdraw consent for data processing at any time.

11. Data Breach Response Plan

In the event of a data breach, Orchard Academy has established a response plan to address potential risks, which includes:

- Immediate reporting of the breach to the Data Protection Officer (DPO).
- Investigation to assess the impact and scope of the breach.
- Notification of affected individuals if the breach poses a high risk.
- Reporting to the Information Commissioner's Office (ICO) within 72 hours, as required by GDPR.

12. Training and Awareness

Orchard Academy is committed to promoting a culture of digital privacy awareness among staff and users. To achieve this, we:

- Conduct regular training sessions on digital privacy laws and best practices.
- Provide resources for staff and users on how to protect their digital information.

13. Third-Party Risk Management

Orchard Academy acknowledges the potential risks associated with sharing digital data with third-party service providers. We:

- Conduct due diligence on vendors to ensure they comply with data protection regulations.
- Include data protection clauses in contracts with third-party providers.

14. Monitoring and Compliance

Orchard Academy will regularly monitor compliance with this policy and implement necessary updates to reflect changes in legislation or best practices.

15. Feedback and Complaints

We encourage individuals to provide feedback or raise concerns regarding our digital privacy practices. To facilitate this, we:

- Provide clear channels for reporting concerns or complaints.
- Investigate all complaints promptly and thoroughly.

16. Policy Updates

Orchard Academy reserves the right to update this policy as needed. Changes will be communicated through appropriate channels, and the latest version will always be available on our website.

17. Contact Information

For questions or concerns regarding this policy, please contact our Data Protection Officer at:
Orchard Academy
info@orchard-academy.com

This policy reflects our commitment to maintaining the highest standards of digital privacy and security. Thank you for choosing Orchard Academy for your educational journey.

Approved by: Management Committee of Orchard Academy

Next Review Date: September 2025