



21/10/24

Review Date: 21 October 2025

**Orchard Academy**

[www.orchard-academy.com](http://www.orchard-academy.com)

# Confidentiality and Privacy Policy

## 1. Introduction

At Orchard Academy, we are unwavering in our commitment to safeguarding the privacy and confidentiality of all personal information shared with us by learners, parents, staff, and other stakeholders. This policy delineates our procedures for handling, storing, and protecting personal data in strict compliance with data protection laws, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We recognise that the confidentiality and privacy of personal information are essential for maintaining trust and ensuring that all members of the Orchard Academy community feel secure in sharing information. This policy provides comprehensive guidance on how we collect, use, and protect personal data, ensuring it is treated with the utmost care and respect.

## 2. Aims

This policy aims to:

- Ensure that personal information is handled securely, confidentially, and responsibly.
- Comply with data protection laws and uphold the rights of individuals regarding their personal data.
- Provide transparency about how personal information is collected, used, and shared by Orchard Academy.
- Establish clear procedures for addressing breaches of confidentiality or privacy.
- Define the roles and responsibilities of staff, learners, parents, and other stakeholders in maintaining confidentiality and privacy.

### 3. Scope

This policy applies to all personal information collected, processed, and stored by Orchard Academy, encompassing data related to:

- **Learners:** Information such as names, contact details, academic records, attendance, behavior reports, health information, and any other personal data shared with the school.
- **Parents/Guardians:** Contact information, communication history, and any other personal details provided during the learner's tenure at Orchard Academy.
- **Staff:** Personal information including contact details, employment records, payroll information, and any other data necessary for employment purposes.
- **Other Stakeholders:** Personal data collected from external bodies, partners, and visitors involved with Orchard Academy activities.

### 4. Collection and Use of Personal Data

Orchard Academy collects personal data for specific purposes related to the delivery of education and support services, ensuring that data is collected lawfully, fairly, and transparently.

#### Types of Personal Data We Collect:

- **Learner Data:** Full names, contact information, date of birth, attendance records, academic progress, special educational needs, and health information.
- **Parent/Guardian Data:** Contact details, payment information, and communication records.
- **Staff Data:** Personal identification details, job role, performance evaluations, and payroll information.
- **Digital Information:** Data related to the use of our online platforms, including IP addresses, logins, and interaction records.

#### Purposes for Data Collection:

- **Educational Provision:** To track academic progress, manage attendance, and provide tailored support to learners.
- **Safeguarding:** To ensure the safety and well-being of learners, including managing health conditions and safeguarding concerns.
- **Communication:** To maintain open and efficient communication between learners, parents, staff, and other stakeholders.
- **Employment:** To manage staff contracts, payroll, performance reviews, and professional development.
- **Compliance:** To meet legal obligations, including safeguarding, health and safety, and regulatory reporting requirements.

### 5. Confidentiality and Data Sharing

We acknowledge the importance of maintaining the confidentiality of personal information and ensure that it is shared only when necessary and in compliance with relevant legal requirements.

### **Confidentiality Principles:**

- **Need-to-Know Basis:** Personal data is only shared with staff members or external bodies who require the information to perform their duties effectively. This includes teaching staff, safeguarding officers, health professionals, and relevant external partners.
- **Parental Consent:** Where appropriate, consent is sought from parents/guardians before sharing a learner's personal data with external bodies, except in safeguarding situations where immediate action is necessary.
- **Anonymised Data:** Whenever possible, data is anonymised before sharing to protect the identity of individuals.

### **Data Sharing Scenarios:**

- **With External Service Providers:** We may share data with third-party providers (e.g., online learning platforms or assessment tools) to support the delivery of education. These providers must comply with data protection laws and our privacy standards.
- **With Regulatory Bodies:** Data may be shared with governmental and regulatory authorities as required by law (e.g., Department for Education, local authorities).
- **Safeguarding:** In cases of child protection or safeguarding concerns, personal information may be shared with appropriate authorities (e.g., social services, police) in compliance with statutory guidelines.
- **Data Breach:** In the event of a data breach, Orchard Academy will take immediate steps to mitigate the impact and inform affected individuals where necessary. All breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours, as required by law.

## **6. Storage and Security of Personal Data**

We implement appropriate technical and organizational measures to protect personal data from loss, misuse, unauthorized access, disclosure, alteration, or destruction.

### **Data Security Measures:**

- **Access Control:** Only authorized staff members and relevant external bodies have access to personal data. Access is restricted based on job roles and responsibilities.
- **Digital Security:** Data stored digitally is protected through encryption, secure login procedures, and regularly updated software. Access to online platforms is password-protected, and multi-factor authentication is employed for sensitive systems.
- **Physical Security:** Hard copies of sensitive information are stored in locked, secure facilities. Access to these facilities is limited to authorized personnel.

- **Data Retention:** We retain personal data only for as long as necessary for the purposes for which it was collected or to comply with legal obligations. Upon expiry, data is securely deleted or destroyed.

## 7. Data Subject Rights

Individuals whose personal data is held by Orchard Academy have the following rights under GDPR:

- **Right to Access:** Individuals may request access to their personal data held by Orchard Academy. We will provide a copy of the information within one month of receiving the request.
- **Right to Rectification:** Individuals may request corrections to any inaccurate or incomplete personal data held by Orchard Academy.
- **Right to Erasure:** Under certain circumstances, individuals may request the deletion of their personal data, provided that it is no longer necessary for the purpose for which it was collected.
- **Right to Restrict Processing:** Individuals have the right to request a restriction in processing their personal data in certain situations (e.g., while a data accuracy concern is being resolved).
- **Right to Data Portability:** Learners and parents have the right to request that their data be transferred to another provider in a commonly used and machine-readable format.
- **Right to Object:** Individuals may object to the processing of their data based on legitimate interests, including for direct marketing purposes.
- **Right to Withdraw Consent:** Where consent has been provided for data processing, individuals have the right to withdraw consent at any time.

All requests regarding data subject rights can be made by contacting the Data Protection Officer (DPO) at Orchard Academy.

## 8. Roles and Responsibilities

- **Data Protection Officer (DPO):** The DPO is responsible for overseeing the implementation of this policy and ensuring compliance with data protection laws. They serve as the point of contact for any queries or concerns related to data privacy.
- **Staff:** All staff members are required to adhere to this policy and ensure that personal data is handled with care, in line with Orchard Academy's privacy standards. Staff members will receive regular training on data protection principles and safeguarding.
- **Parents/Guardians and Learners:** It is the responsibility of parents/guardians and learners to ensure that their contact information and other personal details provided to Orchard Academy are accurate and up to date.

## 9. Data Breach Reporting

Orchard Academy has established a data breach response plan to address any potential breaches of confidentiality or data protection. In the event of a breach:

- **Immediate Action:** The breach must be reported to the Data Protection Officer (DPO) immediately.
- **Containment and Recovery:** Steps will be taken to contain the breach, mitigate any harm, and recover the compromised data if possible.
- **Reporting:** If the breach is significant, it will be reported to the Information Commissioner's Office (ICO) within 72 hours, as required by GDPR.
- **Notification:** Affected individuals will be informed if the breach poses a high risk to their rights and freedoms.

## 10. Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and the Data Protection Officer to ensure it remains current and aligned with legislative changes. Updates to the policy will be communicated to all staff, learners, parents, and stakeholders as necessary.

## 11. Conclusion

Orchard Academy is dedicated to maintaining the privacy and confidentiality of all personal data entrusted to us. Through this policy, we aim to ensure that personal information is collected, used, and stored in a lawful, fair, and transparent manner, while safeguarding the rights of individuals within our online learning community.

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**Approved by:** Management Committee of Orchard Academy

**Next Review Date:** September 2025