

Legacy Youth Academy – Data Protection Policy

Policy Title: Data Protection Policy

Date Approved: 28th July 2025

Review Date: 28th July 2026

Policy Owner: Data Protection Lead (DPL),
Legacy Youth Academy

1. Policy Statement

Legacy Youth Academy is committed to protecting the privacy and rights of pupils, parents/carers, staff, and visitors. We collect, use, store, and share personal data responsibly, securely, and lawfully in accordance with the UK General Data Protection Regulation (UK GDPR) and the

Data Protection Act 2018.

2. Scope

This policy applies to:

All staff, volunteers, governors,
contractors, and partners

All personal and sensitive data processed
by the Academy

CCTV footage, photography, and digital
records

It covers data related to pupils, parents/
carers, staff, and other individuals who

interact with Legacy Youth Academy.

3. Data Protection Principles

We comply with the UK GDPR's seven key principles. Personal data will be:

1. Processed lawfully, fairly, and transparently

2. Collected for specified, explicit, and legitimate purposes

3. Adequate, relevant, and limited to what is necessary

4. Accurate and kept up to date

5. Kept only as long as necessary

6. Processed securely

7. Accountable in how it is managed and documented

4. Roles and Responsibilities

Data Protection Lead (DPL): Oversees

compliance and acts as the main point of contact.

All Staff and Volunteers: Must understand and follow this policy.

IT Support: Ensures technical security of systems and data.

Third Parties: Must have contracts in place confirming GDPR compliance.

5. Personal Data Collected

We may collect and process the following:

Names, addresses, and contact details

Medical and safeguarding information

Attendance and behaviour records

Academic progress and assessments

Biometric data (if applicable)

CCTV images

Photographs and video recordings (with consent where required)

6. Use of CCTV

CCTV is used at Legacy Youth Academy to:

Promote safety and security of pupils, staff, and visitors

Protect the Academy's property

Support behaviour management and incident investigation

CCTV is operated in line with data protection laws. Footage is stored securely and retained for no longer than necessary.

7. Photography and Filming

Photographs and videos may be taken:

For educational use (e.g., pupil work, displays)

For safeguarding and behaviour monitoring

For promotional material and social media (with consent)

Parental/carer consent is collected upon enrolment and reviewed annually. Staff must follow the Academy's Photography Protocol at all times.

8. Lawful Bases for Processing

We process personal data under lawful bases including:

Legal obligation

Public task

Vital interests

Legitimate interests (for CCTV use)

Consent (for promotional photography and some communications)

9. Data Sharing

We may share data with:

Local authorities and government agencies

Educational bodies and exam boards

Safeguarding partners and health professionals

IT and support service providers

All data sharing is necessary, proportionate, and subject to contractual safeguards.

10. Data Security

We ensure that:

Digital systems are password-protected

and access-controlled

Paper records are stored securely

Data breaches are reported and managed according to our Breach Response Procedure

11. Data Retention

Data is retained in line with the IRMS Retention Schedule for Schools. Records are securely destroyed or archived when no longer required.

12. Rights of Individuals

Individuals have the right to:

Access their personal data

Request correction or erasure

Object to processing or restrict it

Withdraw consent (where applicable)

Complain to the Information
Commissioner's Office (ICO)

Subject access requests (SARs) should be submitted in writing to the Data Protection Lead.

13. Training and Monitoring

All staff receive data protection training annually. This policy is reviewed annually and updated as needed to reflect changes in legislation or practice.

Signed:

Head of Centre – Legacy Youth Academy

Date: 28th July 2025