



Langford Primary School

# United Learning Provision of Information and Data Protection

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# United Learning Provision of Information and Data Protection

## Provision of Information Policy Statement

United Learning is committed to making information about its policies and procedures available to interested parties and relevant documentation is available to all employees via [United Hub](#). Individual school policies and procedures are available to all interested parties, including parents and parents of prospective pupils via the school website or main school office.

## Data Protection Policy Statement

United Church Schools Trust is the Data Controller for the Independent Schools and United Learning Trust is the Data Controller for the Academy schools. This registration is dealt with by the Company Secretarial team. The certificates of registration are available on the [United Hub](#).

United Learning values the personal information entrusted to us and will ensure compliance with its obligations under the Data Protection Act 1998. In particular, United Learning will:

- Consider and address privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems;
- Be open with individuals about how we use their information and who we give it to;
- Make it easy for individuals to access and correct their personal information;
- Keep personal information to the minimum necessary and delete it when we no longer need it;
- Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly.

Additional information about how United Learning handles data is available through the [United Learning Employee Data Protection](#) policy.

United Learning is committed to ensuring that the application of this policy is non-discriminatory in line with the [UK Equality Act \(2010\)](#). Further details are available in the [United Learning Equal Opportunities](#) policy. This policy is applicable to all members of the United Learning community and is available to all interested parties on the [United Hub](#). This document is reviewed annually or as events or legislation requires.

## Procedure

Each United Learning school is responsible for ensuring that there is a school policy and a set of procedures which make clear how the school effectively implements this United Learning policy statement in their local context and meets relevant regulatory requirements.

Further information regarding complying the Data Protection Act is available on the [United Hub](#) under [School Support/Data Protection](#).

## Document Information

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<b>Name of author:</b>	Alison Hussain
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<b>United Learning Independent Schools/Academies/Both</b>	Both
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