

# GDPR Policy Statement of Intent

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GDPR -1-001

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| <b>Responsible post holder</b>        | Group Data Protection Officer    |
| <b>Approved by / on</b>               |                                  |
| <b>Next Review</b>                    | May 2018                         |
| <b>Relationship to Strategic Goal</b> | Goal 3 - Investing in Excellence |
| <b>Publication Method</b>             | SharePoint                       |

## **1. Introduction**

The Statement of Intent sets our LSEEG Management's commitment to health and safety and describes the approach by which LSEC meets its health and safety obligations.

## **2. Scope**

LSEEG's GDPR policy applies to all students, staff and contractors and covers all colleges and schools as well as activities off premises but under the LSEEG's control.

## **3. Policy Statement**

Please see below.

# GDPR Policy

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## STATEMENT OF INTENT

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As part of London & South East Education Group mission to deliver real skills and knowledge for the real world we recognise the importance of creating a fully compliant legal framework in which to discharge our legal responsibilities to protect and safeguard personal data and information, and to operate a model publication scheme as defined by the ICO.

We also recognise our role as a public authority to provide appropriate training to our staff and students on data protection and requirement to safeguarding personal information an increasing digitised environment. To be open, lawful and transparent in the processing of personal information and data.

The leadership team at LSEEG commit to:

- Take a sensible approach to data protection and balance the need to manage risks whilst delivering a great educational experience.
- Provide and maintain a safe environment for personal data held on all data subjects; staff, students, contractors, visitors and other people who involved with our activities.
- Formally defining the roles that all staff have in providing and maintaining data protection.
- Involve students and staff in through communication, consultation and direct involvement.
- Ensuring staff are trained and informed on all
- Take all reasonably practicable steps to eliminate, substitute or control risks within the workplace through risk identification, assessment, control and monitoring and review.
- Measure and communicate what works well and what needs improvement. This includes ensuring data breaches are reported, recorded and causes identified and ensure appropriate actions are taken to prevent reoccurrence.
- Continuously improve through regular review in line with the ICO guidance and direction.
- Be transparent, fair and lawful in the processing of personal data.
- Complying with all appropriate regulations and including;
  - ✓ Data Protection Act
  - ✓ Freedom of information
  - ✓ Subject Access Requests
  - ✓ DfE funding regulations and rules
  - ✓ Ofsted regulations and expectations
  - ✓ HMRC rules and regulations
  - ✓ Data regulations defined further by ICO
  - ✓ Regulations governing GFE, MATs and charities.
- Allocate resources to meet the commitments of this policy and review this policy annually.