



OUTSIDE THE BOX  
EDUCATION

**Outside the Box Education  
Data Protection & GDPR Policy**

Alternative Provision and Enrichment Provider

UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018



## 1. Purpose

Outside the Box Education is committed to protecting personal data and respecting the privacy of children, parents, staff, and partners. This policy outlines how we collect, store, use, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 2. Scope

This policy applies to all staff, volunteers, contractors, and partners who process personal data on behalf of Outside the Box Education. It covers all personal data held in paper form or electronically, including data stored using Google Workspace and Google Drive.

## 3. Data Protection Principles

Outside the Box Education processes personal data in accordance with the following principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

## 4. Lawful Basis for Processing



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We process personal data under one or more of the following lawful bases:

- Legal obligation
- Public task
- Consent (where required)
- Vital interests
- Contractual necessity

### 5. Types of Data We Hold

We may process the following types of personal data:

- Pupil and family information (including safeguarding and SEN data)
- Staff and volunteer records
- Contact details of partner organisations and referrers
- Financial and contractual information

Special category data, including safeguarding and health information, is handled with additional care and security.

### 6. Data Storage and Security

Outside the Box Education uses Google Workspace, including Google Drive, for secure digital storage of personal data. Access to data is restricted to authorised personnel only. We implement appropriate technical and organisational measures to protect data against unauthorised access, loss, or misuse.



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Paper records are stored securely in locked cabinets with controlled access.

### 7. Data Sharing

Personal data is shared only when necessary and lawful, including:

- Safeguarding and child protection purposes
- Compliance with legal obligations
- Information sharing with schools, local authorities, and partner agencies

All data sharing is carried out in line with data protection law and safeguarding guidance.

### 8. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request rectification of inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing
- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests must be made in writing and will be responded to within statutory timescales.



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### 9. Data Breaches

All data breaches or suspected breaches must be reported immediately to the Designated Data Protection Lead. Breaches will be investigated and, where required, reported to the ICO within 72 hours.

### 10. Retention of Data

Personal data is retained only for as long as necessary in line with legal, safeguarding, and operational requirements. Safeguarding records are retained in accordance with statutory guidance.

### 11. Responsibilities

#### Management:

- Ensure compliance with this policy
- Provide training and oversight

#### Staff and Volunteers:

- Follow data protection procedures
- Report data breaches immediately
- Access only data required for their role

### 12. Contact Information

Data Protection Lead: L Bolsin

Email: [getusoutthebox@gmail.com](mailto:getusoutthebox@gmail.com)