



Making Skills Data Protection Policy



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Owner	Claire Kerr

Date	Amendments made	Updated by



DATA PROTECTION POLICY

Making Skills

Organisation: Making Skills

This policy sets out how Making Skills complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Date of issue: _____

Review date: _____

1. Policy Statement

Making Skills is committed to protecting the privacy and personal data of learners, parents/carers, staff, and other stakeholders. We process personal data lawfully, fairly, and transparently and take appropriate measures to keep data secure.

2. Scope

This policy applies to all personal data processed by Making Skills, including paper records and electronic data relating to learners, staff, parents/carers, and visitors.

3. Data Protection Principles

Making Skills adheres to the UK GDPR principles. Personal data will be:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept for no longer than necessary
- Processed securely to protect against unauthorised access or loss

4. Lawful Basis for Processing

Making Skills processes personal data under one or more lawful bases, including consent, legal obligation, vital interests, and public task. Special category data, such as health or safeguarding information, is processed with additional safeguards.

5. Data Subject Rights

Individuals have rights under data protection law, including the right to access their data, request rectification, request erasure, restrict processing, and object to



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

6. Data Security

Appropriate technical and organisational measures are in place to protect personal data. This includes secure storage, controlled access, password protection, and staff training.

7. Data Sharing

Personal data is only shared where necessary and lawful, such as for safeguarding purposes or where required by law. Information sharing follows safeguarding and data protection guidance.

8. Data Breaches

Any actual or suspected data breach must be reported immediately to the responsible person. Breaches will be recorded and, where required, reported to the Information Commissioner's Office (ICO) within statutory timeframes.

9. Data Retention

Personal data is retained only for as long as necessary in line with legal requirements and organisational need. Data is securely disposed of when no longer required.

10. Roles and Responsibilities

All staff are responsible for handling personal data appropriately. The designated responsible person oversees data protection compliance and ensures staff are aware of their responsibilities.

11. Training and Awareness

All staff receive data protection training as part of induction and ongoing professional development.

12. Monitoring and Review

This policy is reviewed regularly to ensure compliance with data protection legislation and best practice.