**GDPR Privacy Policy of New Leaf Learning**

Last updated: 2.7.23

**Definitions**
●      **GDPR**General Data Protection Regulation Act.●      **Data Controller**Data Controller means the natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal information are, or are to be, processed.
●      **Data Processor**Data Processor means any natural or legal person who processes the data on behalf of the Data Controller.
●      **Data Subject**
Data Subject is any living individual who is using our Service and is the subject of Personal Data.

**1. Principles for processing personal data**

Our principles for processing personal data are:

●      **Fairness and lawfulness.** When we process personal data, the individual rights of the Data Subjects will be protected. All personal data will be collected and processed in a legal and fair manner.

●      **Restricted to a specific purpose.** The personal data of Data Subject must be processed only for specific purposes. This will be in order to:

* demonstrate progress across the key areas from beginning to the end of the programmes.
* Share information and updates about New Leaf Learning
* Communicate with schools regarding the child’s time at NLL and the impact of the programme
* To process DBS and employment checks in order to inform the Single Central Record (SCR)

●      **Transparency**. The Data Subject will be informed of how his/her data is being collected, processed and used. The Data Subject’s consent, or the parent of the Data Subject MUST give consent for information to be shared. Schools have responsibility for collecting consent from parents of children at their school. Data will be shared with the Lead Teacher for collection, analysis and reporting.

**2. What personal data we collect and process**

New Leaf Learning collects several different types of personal data for various purposes. Personal Data may include, but is not limited to:

* Name
* Date of Birth
* Address
* Email address/contact details
* Sight of identification such as passport/drivers license
* Sight of qualification certificates
* DBS number
* National Insurance Number/permits

**3. How we use the personal data**

New Leaf Learning uses the collected personal data for various purposes:

* To process DBS and employment checks
* To provide services
* To notify about changes to our services and/or products
* To provide customer support
* To gather analysis or valuable information so that we can improve our services
* To detect, prevent and address technical issues

**4. Legal basis for collecting and processing personal data**

New Leaf Learning’s legal basis for collecting and using the personal data described in this Data Protection Policy depends on the personal data we collect and the specific context in which we collect the information:

* Processing DBS and employment checks
* New Leaf Learning needs to perform a contract with you
* You have given New Leaf Learning permission to do so
* Processing your personal data is in New Leaf Learning’s legitimate interests
* New Leaf Learning needs to comply with the law

**5. Retention of personal data**

New Leaf Learning will retain your personal information with your permission, and only for as long as is necessary for the purposes set out in this Data Protection Policy.

New Leaf Learning will retain and use your information to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our policies.

**6. Data protection rights**

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. If you wish to be informed what personal data we hold about you and if you want it to be removed from our systems, please contact us: 07510 075644, or email: info@newleafl.com

In certain circumstances, you have the following data protection rights:

●      The right to access, update or to delete the information we have on you

●      The right of rectification

●      The right to object

●      The right of restriction

●      The right to data portability

●      The right to withdraw consent

Signed:

Date: 09/07/23