

**Data Protection Policy**

| Published | May 2023 |
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| Last Review | August 2025 |
| Next Review | August 2026 |
| Review Frequency | Annually |

**Introduction**

Adventure in Learning is committed to protecting the privacy and personal data of its students, staff, and stakeholders. This data protection policy outlines the provisions approach to the collection, processing, storage, and sharing of personal data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

Where children’s data is processed, Adventure in Learning complies with the Age‑Appropriate Design Code (Children’s Code) as reinforced in ICO guidance (2023).

**Data Collection and Processing**

Adventure in Learning will collect and process personal data only for specific and lawful purposes, and will ensure that the data is accurate, relevant, and not excessive for the purpose for which it is processed. The provision will obtain consent from individuals for the collection and processing of their personal data and will inform them of the purpose for which their data is collected. This will be part of the form that is signed during the pupil's induction process.

**Data Storage and Security**

Adventure in Learning will ensure that personal data is stored securely and protected against unauthorised or unlawful processing, accidental loss, destruction or damage. We will implement appropriate technical and organisational measures to ensure the confidentiality, integrity, and availability of personal data.

**Data Sharing**

Adventure in Learning will only share personal data with third parties when it is necessary for the purpose for which it was collected, and only when the necessary safeguards are in place to protect the privacy and security of the data.

**Data Subject Rights**

This section should also be read alongside the ICO’s updated guidance on Data Subject Access Requests and individual rights (2023).

Adventure in Learning recognises the rights of individuals in relation to their personal data, including the right to access, correct, erase, and restrict the processing of their data. The provision will respond to requests from individuals in a timely and appropriate manner and will ensure that all requests are handled in accordance with data protection laws.

**Data Protection Officer**

Adventure in Learning has appointed a Data Protection Officer (DPO) who is responsible for overseeing the provisions data protection practices and ensuring compliance with data protection laws. The Governance and Policy Lead is currently the DPO.

**Data Breach**

In the event of a personal data breach, Adventure in Learning will take immediate steps to contain and assess the breach and will notify the relevant authorities and affected individuals as required by data protection laws.

**Conclusion**

Adventure in Learning is committed to protecting the personal data of its students, staff, and stakeholders, and will ensure that all personal data is collected, processed, stored, and shared in accordance with data protection laws. The provision will regularly review and update this policy to ensure that it remains current and relevant.

This policy will be reviewed and updated to reflect the Data Protection and Digital Information Bill once it is enacted into law (expected 2024/25).

Reviewed – 27th August 2025