

## **Privacy and Device Policy for Highfields Education**

### **Privacy Policy**

Highfields Education is committed to protecting the privacy of all its students.

### **Data Collected**

During the initial assessment students themselves or schools/colleges or parents/carers will need to provide us with name, age, address, telephone numbers and email address, together with details of school or college if applicable. We may also request information on your availability and any other details which are necessary.

### **Keeping Information Safe**

All information provided to us is kept as securely as possible. All paper forms and correspondence are kept in locked filing cabinets on our premises.

All electronic records are stored on an encrypted computer, all access to which requires password authentication.

Unfortunately, the transmission of information via the internet is never completely secure. Although we will do our best to protect your information using industry-standard protocols and encryption, we cannot guarantee the security of your data transmitted to us via email, including forms completed on our website which are transmitted by email; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access

All records will be destroyed no more than 3 years after the last communication and can be destroyed before on request.

### **Information sharing**

We will not share any information about you with other organisations or people, except in the following situations:

- Consent – Highfields Education may share your information with professional bodies or others whom you have requested or agreed we should contact.
- Serious harm – Highfields Education may share your information with the relevant authorities if we have reason to believe that this may

- prevent serious harm being caused to you or another person.
- Compliance with law – Highfields Education may share your information where we are required to by law or by the regulations and other rules to which we are subject.

### **Mobile Phone Policy**

Staff at Highfields education will have a charged mobile phone with them at all times for safety reasons. This phone will not be used for accessing data records or taking pictures or videos of any student involved in an activity.