

ILLUMIN ACADEMY

Data Protection and GDPR Policy- V1.0

1. Purpose

This policy outlines Illumin Academy's commitment to protecting personal data in compliance with the General Data Protection Regulation (GDPR) as incorporated into UK law by the Data Protection Act 2018. The policy ensures the lawful and secure handling of personal data for all individuals, including learners, staff, and third parties associated with the Academy.

2. What Data Is Collected and Why

Illumin Academy collects personal and sensitive information to facilitate the delivery of educational programmes and related services. Examples of data collected include:

- Full name, date of birth, and contact details
- National Insurance number, passport/ID documents
- Educational history and academic records
- Health or special needs information (where applicable)
- Employment details (for work-based learning)

This data is collected to:

- Enrol learners and manage course delivery
- Meet regulatory and awarding body requirements
- Support learner illumin and learning needs
- Enable funding, invoicing, and administrative operations

3. How the Data Will Be Used

Personal data will only be used for the purposes for which it was collected, including but not limited to:

- Academic administration and learner support
- Communication and updates related to courses
- Awarding body registrations and certifications
- Monitoring and reporting required by regulators

Data will not be shared with third parties without explicit consent, except where required by law or awarding bodies.

4. Rights of Individuals

Under the Data Protection Act 2018 and UK GDPR, individuals have the right to:

- Access the personal data we hold about them
- Request corrections to inaccurate or incomplete data
- Request deletion of data where appropriate
- Restrict or object to processing under certain circumstances
- Data portability, where applicable

Requests can be made in writing to info@illuminacademy.com and will be processed within 30 days.

5. Data Breach Management

Illumin Academy has a clear protocol for handling data breaches:

- All breaches must be reported immediately to the Data Protection Officer.
- An initial investigation will be conducted within 24 hours.
- If the breach poses a risk to individual rights, it will be reported to the Information Commissioner's Office (ICO) within 72 hours.
- Affected individuals will be notified as soon as possible where appropriate.
- A formal report and review will follow to address the cause and prevent recurrence.

6. Data Storage and Retention

Illumin Academy securely stores personal data both digitally and physically:

- Digital records are stored on encrypted servers with access restricted by role-based permissions.
 - Physical records are stored in locked cabinets in secure, access-controlled areas.
 - Learner records are retained for a minimum of 6 years after the last date of activity.
 - Financial records are retained for 7 years as required by UK tax law.
 - Health and safeguarding information may be held longer, depending on legal obligations.
- All records are securely destroyed when no longer required.

7. Policy Review

This policy will be reviewed annually or as required by changes in legislation or regulatory guidance to ensure continued compliance with UK data protection laws.

Contact Information:

Data Protection Officer

Email: info@illuminacademy.com

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