

# GDPR Compliance Statement

## Introduction

The EU General Data Protection Regulation (“GDPR”) came into force across the European Union on 25<sup>th</sup> May 2018, with the aim of standardising data protection laws and processes across the EU and ultimately giving people stronger, more consistent rights to access and control their personal information. This new law applies to all public bodies, businesses and other organisations that access personal data – including East Learning CIC.

In the near future, it is possible that the UK leaves the European Union without having first agreed arrangements covering data protection. Should this happen, the UK Government has stated that “*there will be no immediate change in the UK’s own data protection standards. This is because the Data Protection Act 2018 would remain in place and the EU Withdrawal Act would incorporate the GDPR into UK law to sit alongside it*”. As a result, East Learning is proceeding on the assumption that GDPR will continue to be enforced within the UK – but with the additional precaution of keeping all data within the UK.

## Aspirations roles: Data Controllers and Data Processors

A data controller is a person or entity who determines the purposes for, and manner in which, personal data is or will be processed - either alone or jointly with others. For the Aspirations Programme, there are two data controllers – the school and/or the Multi-Academy Trust to which it belongs, and East Learning CIC.

A data processor is a person (other than an employee of the data controller) who processes data on behalf of the data controller. In this context, ‘processing’ means obtaining, recording or holding the information or data, or carrying out any operation(s) on that data including:

- organising, adapting or altering the information or data;
- retrieving, consulting or using the information or data;
- disclosing or disseminating the information; or
- aligning, combining, blocking, erasing or destroying the information or data

For the Aspirations Programme, our development partners Mosaic Digital Consultants act as a Data Processor; their obligations to us and our platform users are reflected in our data sharing arrangement which has been designed to comply with Article 28 of the GDPR legislation.

## Our GDPR principles

East Learning CIC is committed to ensuring the security and protection of the information that we process, and to providing a compliant and consistent approach to data protection. More specifically, we commit that:

- we will process all personal data fairly and lawfully
- we will only process personal data for specified and lawful purposes

- we will endeavor to hold relevant and accurate personal data, and where practical, we will keep it up to date
- we will not keep personal data for longer than is necessary
- we will keep all personal data secure
- we will ensure that personal data is not transferred to countries outside of the United Kingdom

## Our GDPR actions to date

East Learning has always had a high and consistent level of data protection and security, however like all other organisations additional work was required to ensure compliance with the new, more stringent requirements of GDPR. Our work in this area has included, but is not limited to:

- **Appointing a Data Protection Officer**  
Namely Angharad Thomas, one of East Learning's Directors
- **Carrying out a systematic review of the personal data we collect, process, stored and shared**  
We conducted out a company-wide information audit to identify and assess what personal information we hold, where it comes from, how and why it is processed and if and to whom it is disclosed. This exercise – along with a Data Protection Impact Assessment - was repeated in August 2019, following significant upgrades to both our technology and our processes/platform questions.
- **Basing new system and database designs and processes on legislative requirements**  
In September 2019 we will be launching a new version of our online platform, Aspire. This is a bespoke piece of software built and owned by East Learning along with our development partners (and Aspirations programme Data Processors) Mosaic Digital Consultants. This has been designed and built with GDPR requirements in mind, and includes extensive measures to protect the personal data we hold. This includes taking the decision to locate all our servers in the UK – which also helps mitigate the risk of any complications arising related to the UK leaving the European Union.
- **Revising our policies & procedures**  
We have updated our data protection policies and procedures to meet the requirements and standards of the GDPR and any relevant data protection laws – something which we do annually (ahead of each new school year in September) to ensure they are as robust and up-to-date as possible. The last revisions were made in August 2019. These policies and processes include our:
  - Privacy Policy (External)
  - Subject Access Request Policy (External) – allowing individuals to access any personal data we hold on them within the required 30 day timeline
  - Data Encryption Policy (External)
  - Data Retention and Erasure processes and schedule (Internal) – to ensure we meet the data minimization and storage limitation principles, that we can meet the new Right to Erasure obligation, and that personal information is stored, archived and destroyed compliantly and ethically

- Information Technology usage and Policy (Internal)
- Data Breach policy and processes (Internal) – to ensure we have safeguards and measures in place to identify, assess, investigate and report any personal data breach at the earliest possible time
  
- **Training our staff**  
All East Learning employees are aware of the GDPR and restrictions and obligations within it as may be relevant for them. All staff will receive annual training, to remind them of their obligations
  
- **Establishing the legal basis for our data processing**  
*We have assessed our lawful bases for processing data to ensure all personal and sensitive data is processed lawfully, fairly and transparently*
  
- **Obtaining Consent**  
We have revised our consent mechanisms for obtaining personal data, ensuring that individuals understand what they are providing, why and how we use it and giving clear, defined ways to consent to us processing their information. We have developed stringent processes for recording consent, making sure that we can evidence an affirmative opt-in, along with time and date records; and an easy to see and access way to withdraw consent at any time.
  
- **Updating Data Processor Agreements**  
Where we use any third-party to process personal information on our behalf – including our development partners, who work with us to maintain and improve our digital products - we have drafted compliant Data Processor Agreements and due diligence procedures for ensuring that they (as well as we), meet and understand their/our GDPR obligations.

We will continue to monitor our policies and processes, and look for ways to further improve our systems and procedures to better comply with GDPR best practice and in the best interests of our platform users.

## Contact us

If you require any further information about East Learning's GDPR compliance or preparation work, please feel free to contact us on [talk@eastlearning.co.uk](mailto:talk@eastlearning.co.uk).

Signed



Matthew Lees  
Director  
East Learning

29 August 2019

