



Core Creative Education CIC

CCE005 DATA PROTECTION Policy & Procedure

Explore - Create - Learn – Grow

1.0 INTRODUCTION

- 1.1 It is the policy of Core Creative Education CIC registered at Limemead Farm seeks to protect personal data and is committed to meeting it's legal obligations. ~~as detailed in the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.~~ *Core Creative Education CIC is committed to protecting personal information and processing it lawfully, fairly and securely in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and guidance issued by the Information Commissioner's Office (ICO).* CoRE's data protection and privacy policy outlines how and why we use personal data.
- 1.2 Core Creative Education ~~works with Schools and Communities to deliver Bespoke Environmental Education.~~ *Core Creative Education CIC provides Alternative Provision, therapeutic mentoring, outdoor learning and specialist educational support for children and young people, working closely with schools, local authorities and families.*
- 1.3 In order to develop our Mentoring programme and courses we are required to report to Somerset County Council, Dorset County Council and Schools.

2.0 DATA COLLECTION

- 2.1 We collect and hold personal data such as post code, contact details and photographs.
- 2.2 All personal data is kept securely and for no longer than necessary.
- 2.3 Photographs may be used on promotional material, in the media and on our social media accounts.
- 2.3 We obtain permission for any images we use through photo consent forms.
- 2.4 *Personal information may be stored securely in locked physical storage and encrypted electronic systems, including approved Microsoft 365 cloud services, with access restricted to authorised personnel.*

3.0 MAILING LISTS

- 3.1 We may send information about courses and opportunities we are running.
- 3.2 We will make sure any information is accurate and up to date.
- 3.3 Mailing lists can be unsubscribed any time by contacting us at info@coreprojects.org.uk.

4.0 DATA PROTECTION

- 4.1 If people have signed up to one of our programmes or courses or have participated in one of our projects, then completed enrolment forms are kept for duration or course.
- 4.2 This personal information is used to contact you regarding the project.
- 4.3 We will also keep this information for monitoring and reporting purposes. *Records will be retained in accordance with CoRE's data retention schedule and securely destroyed when no longer required.*
- 4.4 All information is kept secure at all times and participants have the right to access this information.



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5.0 STAFF DATA

- 5.1 If you are employed by Core Creative Education as an employee or self-employed worker, we will securely keep your personal information for legal, financial and reporting reasons.
- 5.2 Any information shared when reporting is anonymised.
- 5.3 ~~Personal information is destroyed after 7 years.~~ *Personal information will be retained only for as long as necessary and in accordance with CoRE's retention schedule and legal obligations.*

6.0 DATA USE

- 6.1 The lawful basis that we use for processing the data is that either:
You have given us your consent, e.g. to use your image
Or
You are a participant and the processing is necessary for the purposes of legitimate interests pursued by the Data Controller (Core Creative Education). In this case the legitimate interest is to carry out monitoring and reporting which is a requirement of all our projects.

7.0 DATA SHARING

- 7.1 We do not give or sell your information to third parties for any marketing purposes.
- 7.2 ~~Any information we disclose about you, other than for purposes outlined in this privacy policy, will be if required to do so by law.~~ *Information may also be shared where there is a lawful basis to do so, including safeguarding, child protection, public protection, education, health or legal requirements.*
- 7.3 In the course of our work we use third party websites (WordPress and Facebook,).
- 7.4 We are not responsible for the privacy policies or practices of the third-party websites.
- 7.5 *CoRE uses secure operating systems, filtering, password protection, access controls and other appropriate technical measures to protect personal information from unauthorised access, loss or misuse.*

7.01 Personal Data Breaches

- Any actual or suspected personal data breach must be reported immediately to the Director or nominated Data Protection Lead. Breaches will be investigated promptly and, where required, reported to the Information Commissioner's Office (ICO) and affected individuals in accordance with UK GDPR.*

8.0 YOUR RIGHTS

- 8.1 We want people to have the best experience possible with Core Creative Education and benefit from working with us feeling confident we are respecting your personal data and processing it in a safe and confidential way.
- 8.2 You have the right to withdraw consent to our e-list or use of your image at any time.



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- 8.3 You have the right to see the information we keep on you. This is a 'Subject Access Request'.
- 8.4 You need to provide your request in writing with proof of identity before we can send you details.
- 8.5 The information may take up to a month to collect. If you require this information please email Rachelle Green at info@coreprojects.org.uk.
- 8.6 Core Creative Education is registered with the ICO. Reference Number C1144257 Date : 14 July 2022
- 8.7 *Individuals also have rights, where applicable, to request correction of inaccurate information, restriction of processing, erasure, objection to processing and data portability in accordance with UK GDPR.*

You can see all the information regarding data protection and your rights here:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Signed: *A Green* (Education manager)

Name: Alasdair Green:

Date 15/07/2026

This policy will be reviewed annually, or as and when there are any changes in the law.