



Laboratory Media Education C.I.C.

GDPR and Privacy Policy

Date: 11/3/22

Review Date: 1/3/24

This document outlines whose data we collect and what we do with that data.

Projects

When working on our projects we will collect any combination of the following data, dependent on the type of project.

- Contact Info
- D.O.B
- Next Of Kin
- Medical Info
- Media Consent
- Diversity Info
- Contact Info
- Offender Data

We will hold the data for the following reasons:

- Eligibility
- Funder Requirements
- Safeguarding
- Health and Safety-related
- Support Needs
- Sign up

This information will be kept in the following places:

- Google Docs (password protected)
- Emails (password protected)

It will only be shared with tutors in the organisation who need to know for the reasons stated above.

Pupil information will be shared with education and health professionals for the reasons stated above and in line with the schools data policy.

All data (apart from media consent) will be erased from online, hard drive and emails up to 12 months after it's use.

Staff- freelance and directors

We will hold the following data on any staff.

- Contact info
- Bank info
- Employment history
- References
- DBS
- Training records

We will hold this data for the following purposes:

- Lawful employment
- Evidence of adherence to safeguarding and HSE requirements
- Funder requirements
- Evidence of suitable experience and skills
- DBS checks

This evidence is kept in the following places:

- The single central record
- Google docs
- Emails

This data is only required by Ofsted and DSLs of this and partner organisations.

All data will be erased from online, hard drive and emails up to 12 months after completion of the project.

To enquire about data held or to request removal or change of data
Contact the Data Protection Officer
Info@laboratorymedia.co.uk