



Data Protection

Jan 2025

The Life Skills Project is committed to upholding the principles of data protection as set out in the **Data Protection Act 2018** and the **UK General Data Protection Regulation (UK GDPR)**. This policy outlines how personal data is handled to ensure compliance with legal obligations and the safeguarding of learners, staff, and associated parties.

This policy applies to all personal data processed by The Life Skills Project in the course of delivering private tuition and group learning programs, as well as training and support services

By addressing the unique needs of individuals and fostering a culture of respect and understanding, the policy ensures that every child and young person, regardless of their background, circumstances, or however they experience the world, is valued, supported, and empowered to thrive.

Status & Review Cycle: Statutory Annual

Next Review Date: January 2026

The Life Skills Project Data Protection Statement 2025

At The Life Skills Project, we are dedicated to maintaining the privacy, security, and integrity of all personal data entrusted to us. Whether operating online or in-person, we are committed to creating a safe and supportive environment where learners, staff, and stakeholders feel valued, respected, and empowered.

This statement provides a clear framework for how we handle data responsibly and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We prioritize the protection of sensitive information while fostering collaboration with families, caregivers, and professionals to ensure that individual needs are recognized and supported. Our goal is to enable learners to thrive in a secure and dignified environment, where their personal data is handled with the utmost care and professionalism.

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Principles of Data Protection

The Life Skills Project adheres to the following principles:

- **Lawfulness, Fairness, & Transparency:** Personal data is processed lawfully, fairly, and transparently
- **Purpose Limitation:** Data is collected for specific, explicit, and legitimate purposes
- **Data Minimisation:** Only data necessary for the intended purposes is collected
- **Accuracy:** Data is kept accurate and up to date
- **Storage Limitation:** Data is not kept longer than necessary
- **Integrity & Confidentiality:** Appropriate measures are in place to safeguard data from unauthorized access or accidental loss
- **Accountability:** All staff are accountable for ensuring compliance with data protection laws

Roles & Responsibilities

Data Controller

- The Life Skills Project is the Data Controller, responsible for determining the purposes and means of processing personal data. We are registered with the ICO as a data controller under registration number: ZB675524

Data Protection Officer (DPO)

- The designated DPO oversees data protection compliance and provides guidance on best practices. Contact details for the DPO are available upon request and may also be found via our ICO registration number: ZB675524

Staff Responsibilities

- Process data only as required for their role
- Report any data breaches or concerns promptly
- Ensure data is stored and disposed of securely

Data Subject Rights

Individuals whose data is processed by The Life Skills Project have the following rights:

- **Access:** Request access to their personal data
- **Rectification:** Request correction of inaccurate data
- **Erase:** Request deletion of data no longer necessary
- **Restriction:** Limit the processing of their data in specific circumstances
- **Objection:** Object to data processing based on legitimate interests
- **Data Portability:** Receive their data in a structured, commonly used format
- **Complain:** Lodge a complaint with the Information Commissioner's Office (ICO)
- Requests to exercise these rights should be directed to the DPO

Data Retention & Security

Retention

- Data is retained according to the retention schedule, which ensures data is kept only as long as necessary for its purpose or as required by law
- Security Measures
- Personal data is encrypted and stored securely
- Access is restricted to authorized personnel only
- Regular audits ensure ongoing compliance

Data Breaches

In the event of a data breach, The Life Skills Project will:

- Contain and mitigate the breach
- Notify the ICO within 72 hours if required
- Inform affected individuals if there is a high risk to their rights
- Review and update security measures to prevent future breaches
- All breaches must be reported to the DPO immediately

Training & Awareness

- All staff receive training on data protection principles and procedures to ensure compliance and protect personal data effectively

Monitoring & Review

- This policy will be reviewed annually or in response to changes in legislation or operational practices to ensure ongoing compliance with UK GDPR and the Data Protection Action 2018

Contact Information

For further information, please contact The Life Skills Project:

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