

May Blossom Farm CIC

Alternative Provision

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Data Protection Policy

Approved by:	Gill Press
Last reviewed on:	01/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russell Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

1. Introduction

May Blossom Farm CIC (MBF) is committed to protecting the privacy and security of personal data. We collect, process, store and share personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all employees, volunteers, contractors, and third-party service providers who handle personal data on behalf of MBF.

2. Scope

This policy covers all personal data collected, processed and stored by MBF, including but not limited to:

- Student information
- Parent/carer details
- Staff details
- Attendance and educational records
- Medical and safeguarding information
- Any other personal data linked to the services we provide

3. Key Data Protection Principles

At MBF we follow the six core principles of data protection. All personal data must be:

1. Lawful, fair and transparent – processed in a clear and open way.
2. For specified purposes – collected for explicit and legitimate reasons only.
3. Limited – only what is necessary will be collected and used.
4. Accurate – kept correct and updated where required.
5. Time-bound – kept only for as long as needed.
6. Secure – protected against loss, misuse, unauthorised access or disclosure.

These principles underpin every aspect of how MBF handles personal data.

4. Data Collection

We only collect personal data that is necessary for our work in supporting young people. This may include:

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- Name and contact details
- Date of birth
- Educational background and attendance records
- Medical information and support needs

Data will always be collected for clear, specific purposes related to education, safety, and wellbeing.

5. Legal Basis for Processing

MBF will process personal data based on one or more of the following legal bases:

- Consent – when clear permission is given for a specific use.
- Contract – where processing is needed to fulfil an agreement with the individual.
- Legal obligation – where we are required to comply with the law.
- Vital interests – to protect someone’s life.
- Legitimate interests – for purposes necessary to MBF’s work, provided these do not override individual rights.

6. Data Storage and Security

- Personal data is stored securely, with appropriate technical and organisational measures.
- Paper records are locked away when not in use.
- Electronic data is password-protected and encrypted where appropriate.
- Data is only kept as long as necessary and is securely disposed of when no longer required.

7. Individual Rights

Under GDPR, individuals have the right to:

- Access their personal data (Subject Access Request).
- Request correction of inaccurate information.
- Request deletion of their data where appropriate.
- Restrict or object to how data is processed.
- Request transfer of their data to another organisation (data portability).

- Withdraw consent where this is the lawful basis for processing.

Requests should be made in writing to the Head of Provision. We will respond within one month.

8. Data Sharing

We only share data when it is:

- Required by law.
- Necessary to safeguard a child or young person.
- Needed for partnership work with schools, local authorities or trusted service providers.

Any organisation receiving MBF data must demonstrate compliance with GDPR standards.

9. Data Breaches

If a data breach occurs, MBF will:

- Act immediately to contain and investigate the breach.
- Notify the Information Commissioner's Office (ICO) within 72 hours where required.
- Inform individuals affected if there is a high risk to their rights or freedoms.

10. Training and Awareness

All staff, volunteers and contractors receive training on GDPR and data protection. Ongoing refreshers are provided to ensure staff remain up to date with best practice.

11. Monitoring and Review

This policy is reviewed annually or sooner if required by changes in law or guidance.

12. Contact Information

For any questions or concerns about data protection at MBF, please contact:

Head of May Blossom Farm CIC, Alternative Provision
Gill Press
gill@mayblossomfarm.co.uk

Related Policies

- Safeguarding and Child Protection Policy
- Positive Relationships Policy
- Online Safety Policy
- Comments, Compliments and Complaints Policy

APPENDIX 1: GDPR - A Guide for Parents & Carers

At May Blossom Farm CIC (MBF), we take your privacy seriously. This guide explains your key rights under the UK GDPR, the principles we follow, and how MBF protects personal information.

Our Key Data Protection Principles

- We process personal data lawfully, fairly and transparently.
- We collect data for clear, specific and legitimate purposes only.
- We only collect what is necessary – no more, no less.
- We make sure data is accurate and kept up to date.
- We only keep data for as long as it is needed.
- We keep all personal data safe and secure.

Your GDPR Rights

Your Right

What it Means

Right to **Access**

You can ask to see the personal information MBF holds about you or your child.

Right to **Rectification**

You can ask us to correct inaccurate or incomplete information.

Right to **Erasure**

You can ask us to delete information where there is no good reason for us to keep it.

Right to **Restrict Processing**

You can ask us to limit how we use your data in certain situations.

Right to **Data Portability**
organisation.

You can ask us to transfer your data to another

Right to **Object**

You can object to your data being used for certain purposes, e.g. marketing.

Right to **Withdraw Consent**
any time.

If we rely on your consent, you can withdraw it at

If there's a data breach: MBF will act quickly, inform families if needed, and notify the ICO within 72 hours if required.

Contact Us:

For any questions or concerns about data protection, please contact:

MBF CIC, Head of Alternative Provision – Gill Press

gill@mayblossomfarm.co.uk