ACCEPTING BEHAVIOUR

POLICY DATA PROTECTION

ACCEPTING BEHAVIOUR
Educational support for autistic children/young people & those with social communication/interaction differences.

Data Protection and Processing Policy

Policy Objective

This policy's objective is to ensure that all external stakeholders and staff members are aware of the Accepting Behaviour policy regarding processing personal data and that employees are fully aware of the requirements and obligations required of them and the Accepting Behaviour by the DPA.

The Data Protection Act 2018

Companies processing personal data must abide by the principles of the Data Protection Act 2018 ("DPA").

Policy Statement

Accepting Behaviour is required to keep certain information regarding its employees and clients to enable it to carry out its day-to-day operations, and to comply with its legal obligations.

Accepting Behaviour is committed to ensuring that all personal data is processed in line with the DPA. This is to comply with the principles of the DPA, as outlined below.

Policy Responsibilities

Accepting Behaviour is registered with the Information Commissioner's Office.

Compliance

Accepting Behaviour will review this policy regularly to ensure its relevance and effectiveness. If an employee is found to have deliberately acted in contravention of this policy, they will be subject to the company's disciplinary policy, and such behaviour could lead to disciplinary action.

The Data Protection Act

7 key principles and how Accepting Behaviour will apply them.

1. Personal data must be processed lawfully, fairly, and in a transparent manner

Accepting Behaviour will provide you with the name and details of our business, and details of how your information will be used. You can access and correct the information that we hold about you at any time.

Accepting Behaviour will tell you if the information will be used in any way that's not immediately obvious.

2. Personal data must be processed for specified, explicit, and legitimate purposes

We will tell you why we're collecting your personal data and how we intend to use it. We will not change the reasons for collecting or using your data without informing you unless it is being processed for normal business purposes or when the information is already in the public domain.

3. Personal data must be adequate, relevant, and not excessive

Accepting Behaviour will only collect and hold data relevant to our primary purpose and will not hold unnecessary data.

4. Personal data must be accurate and up to date.

We will update and check that our data is accurate regularly. Everyone who provides personal data to Accepting Behaviour is responsible for ensuring adherence to the DPA, especially with regard to accuracy and, in the case of third parties providing the personal data of others, the right to disclose this personal data.

5. Personal data shouldn't be kept any longer than is necessary

Accepting Behaviour will hold personal data while working with the child/young person and will hold copies of reports for 6 years to support the family in the future. These reports will not be shared with other professionals without the parent or guardian's permission of the child/young person.

6. Personal data must be processed securely

All data held is password protected and can only be accessed by the Directors or the member of staff working with the child/young person.

7. The controller is responsible for GDPR and must demonstrate compliance

Accepting Behaviour is registered with the Information Commissioner's Office and has a Privacy Notice.

Personal data means data which relates to a living individual who can be identified from the data or from the data together with other information which is in the possession of or is likely to come into possession. Accepting Behaviour Data may only be processed with the consent of the person whose data is held. The definition of "processed" is obtaining, using, holding, amending, disclosing, destroying, and deleting personal data. This includes both hard and soft copy data.

Approval and Review.

This policy was approved by the managing directors Aaron Yorke and Jayne Yorke and is reviewed/updated yearly.

Date	**Reviewed by Aaron Yorke** (Managing Director)	**Reviewed by Jayne Yorke** (Managing Director)
August 2023 *Created*		
	Date: August 15th 2023	Date August 15th 2023
June 2024 *Reviewed/updated*		
	Date: June 8th 2024	Date June 6th 2024
June 2025		
	Date	Date