

Policy Written by: Bradley Duerden

Date: 29/01/2024

Date of Review: 29/01/2025

Data Protection Policy

1. Purpose of the Policy

This Data Protection Policy outlines the principles and practices followed by The MathsHub in the collection, processing, and protection of personal data, ensuring compliance with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

2 .Scope

This policy applies to all employees, company owners, future contractors, and third parties who process personal data on behalf of The MathsHub, covering personal data in any format, whether electronic or paper.

3. Data Protection Principles

The MathsHub adheres to the following data protection principles in compliance with the UK Data Protection Act 2018 and GDPR:

4. Lawfulness, Fairness, and Transparency

Personal data is processed lawfully, fairly, and transparently. Individuals are informed about the purpose and legal basis for processing their data, as required by GDPR Article 5(1)(a).

5. Purpose Limitation

Personal data is collected for specified, explicit, and legitimate purposes and is not further processed in a manner incompatible with those purposes, in accordance with GDPR Article 5(1)(b).

6. Data Minimisation

The MathsHub only collects and processes personal data necessary for the intended purpose. Data collected is adequate, relevant, and limited to what is necessary, as mandated by GDPR Article 5(1)(c).

7. Accuracy

Efforts are made to ensure that personal data is accurate and, where necessary, kept up to date. Steps are taken to rectify or erase inaccurate data in line with GDPR Article 5(1)(d).

8. Storage Limitation

Personal data is stored for no longer than necessary for the purposes for which it is processed. Periodic reviews of stored data are conducted to determine its continued relevance, in accordance with GDPR Article 5(1)(e).

9. Integrity and Confidentiality

Appropriate security measures, including encryption, access controls, and regular security assessments, are in place to protect personal data from unauthorized access, disclosure, alteration, and destruction, as required by GDPR Article 5(1)(f).

10. Accountability

The MathsHub takes responsibility for compliance with data protection laws and is prepared to demonstrate compliance with the principles outlined in this policy, as stipulated by GDPR Article 5(2).

11. Consent

Where required by law, The MathsHub obtains explicit consent before collecting and processing personal data, in line with GDPR Article 6 and Article 7. Individuals are informed of their right to withdraw consent.

12. Legitimate Interests

Personal data may be processed without consent when necessary for the legitimate interests pursued by The MathsHub, provided these interests are not overridden by the individual's rights and interests, as per GDPR Article 6.

13. Data Security

Appropriate technical and organizational measures are implemented to ensure the security of personal data, meeting the requirements of GDPR Article 32.

14. Data Subject Rights

The MathsHub respects the rights of data subjects, including the right to access, rectification, erasure, restriction of processing, data portability, and the right to object to processing, as outlined in GDPR Chapter 3.

15. Data Breach Response

In the event of a data breach, The MathsHub has procedures in place to identify, assess, and report breaches to the Information Commissioner's Office (ICO) and affected individuals, as required by GDPR Article 33 and Article 34.

16. Data Protection Officer

The MathsHub appoints a Data Protection Officer (DPO) responsible for monitoring compliance with data protection laws, advising on data protection impact assessments, and acting as a point of contact for data subjects and the ICO, in

accordance with GDPR Article 37-39. This data protection is Bradley Duerden, joint owner of the MathsHub.

17. Review and Update

This Data Protection Policy is subject to periodic review to ensure its continued relevance and compliance with the UK Data Protection Act 2018 and GDPR. Updates will be made as necessary.