

# Scholarscape Privacy Policy

## Introduction

### Purpose of the Policy

The purpose of this Privacy Policy is to outline how Scholarscape collects, uses, stores, and protects personal information of students, staff, parents, and the wider school community. This policy adheres to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Scope

This policy applies to:

- All Scholarscape users

## Data Collection and Use

### Types of Data Collected

- Personal information (e.g., name, address, contact details)
- Academic records
- Health information (where applicable)

### Purpose of Data Processing

- To provide personalised education and support
- To monitor student progress and wellbeing
- To comply with legal obligations and safeguarding requirements

## Data Storage and Security

### Data Storage

- Personal data will be stored securely in accordance with data protection regulations.
- Access to personal data will be restricted to authorised personnel only.

### **Data Security Measures**

- Use of encryption and secure servers
- Regular audits and assessments of data security practices

## **Data Sharing and Disclosure**

### **Internal Sharing**

- Personal data may be shared internally among staff for educational purposes.

### **External Sharing**

- Personal data will not be shared with third parties without consent, except where required by law (e.g., safeguarding).

## **Rights of Data Subjects**

### **Rights**

- Right to access personal data
- Right to rectify inaccurate data
- Right to erasure (the right to be forgotten)
- Right to restrict processing

## **Review and Monitoring**

### **Policy Review**

- This policy will be reviewed annually or sooner if required by changes in legislation.

### **Monitoring Compliance**

- Regular audits will be conducted to ensure compliance with this policy and data protection laws.

## **Conclusion**

Scholarscape is committed to protecting the privacy of all individuals associated with the service. This policy provides a framework for ensuring that personal information is handled responsibly and in compliance with relevant legislation.

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