

Privacy Notice



Introduction

On the 25th May 2018 the new and updated General Data Protection Regulation (GDPR) came into effect.

This means that organisations, educational establishments and individuals need to be more careful about the way information and data is managed.

The DPA law (1998) was developed to protect individuals against misuse or abuse of information about them and preventing the sharing of data without consent.

The GDPR are designed to ensure the safety and security of all data held within an organisation (including schools, academies and other educational establishments). It's focused on looking after the privacy and rights of the individual, and more focused on transparency in terms of what data is held about individual's and how it will be shared and used.

The GDPR includes the requirement for organisations to review the technical and organisational measures in place to protect against unlawful processing, accidental loss or destruction.

How does GDPR affect settings?

The GDPR will change the way that educational establishments handle their data and the way information is managed. Any failure to comply with the regulations could result in fines and damage to reputation.

Our GDPR Principles are:

- Data is processed fairly and lawfully
- Data is processed only for specified and lawful purposes
- Processed data is adequate, relevant and not excessive
- Processed data is accurate and, where necessary, kept up to date
- Data is not kept longer than necessary
- Data is processed in accordance with an individual's consent and rights

- Data is kept secure
- Data is not transferred to countries outside of the European Economic Area ('EEA') without adequate protection

How does GDPR affect sharing data with Marczak Assessment Solutions?

You will need to ensure, when you share your EYTT (Early Years Tracking Tool) data with us for the purposes of providing support (as per the contract that your setting should have with us), that we are adhering correctly to the requirements of the law and in accordance with your own policies.

The purpose of this document is to explain what we will be doing in terms of ensuring GDPR compliance.

The lawful basis for sharing data with Marczak Assessment Solutions

Marczak Assessment Solutions acts as a support provider for the use of the EYTT. Each setting acts as the Data Controller for this data. We expect that the setting (the Data Controller) will have their own data processing agreements that they provide to us (the Data Processor).

If Marczak Assessment Solutions needs to access or see data to be able to offer support, then this will be lawful due to the requirement to fulfil a contractual agreement that we should have in place with the setting.

Marczak Assessment Solutions access to data

Any person involved in the support will have access to the data with express permission from the setting. The EYTT is held by each individual setting, we do not keep copies or have remote access to the individual EYTT.

Training

Representatives of Marczak Assessment Solutions have received GDPR training and will receive annual updates.

On-site work

Marczak Assessment Solutions have clear guidelines with regards to keeping data secure – this includes always seeking permission from the setting before accessing data on site, accessing data in an agreed secure manner and not disclosing user logins for the purpose of support.

Remote Access

To provide support, it may be necessary for the setting to send a representative of Marczak Assessment Solutions a copy of the EYTT. It is the settings responsibility to send this in a secure manner. If required, we will return the EYTT using a secure software such as Google Drive. For the purpose of providing support, Marczak Assessment Solutions retains a copy of the original login information for the EYTT, this is encrypted and held securely. We will not use this login information without express permission from the setting. If the setting has chosen to change the original password to the EYTT, it is the settings choice to share this with the representative of Marczak Assessment Solutions if support is required.

Marczak Assessment Solutions representatives will follow the appropriate access control procedures.

Data that we may hold for your setting

Contact information

Marczak Assessment Solutions retains email, name and general contact information, only for the purpose of providing support.

Data Items

Marczak Assessment Solutions does not store any data items other than the aforementioned contact information.

Data held is stored securely

Contact information is held securely at all times in compliance with GDPR. Data held for the purpose of support is held securely and login information is not shared with 3rd parties.

Inherited policies on consent etc.

We will not be accessing, viewing or using your data in any way other than to assist with your problems or when providing data services. Therefore, all issues of consent, individual rights, appropriateness of data etc., will be inherited from you, the setting.

How we handle your data

Marczak Assessment Solutions will ensure that information is not kept longer than is necessary and will retain the minimum amount of information that it requires to carry out its' contractual functions and the provision of services.

End of life

If representatives from Marczak Assessment Solutions need to print anything from your data for the purposes of providing support, or if you email us any documents that we need to print, these will be shredded once the issue has been resolved.

We will not copy your data onto CD or DVD but if we receive any of these with data on, they will be shredded after resolution. Data sticks received from the school will be wiped and returned or destroyed. We will not request data is sent via email, in the event that the school chooses to do so, all emails are secure and we will not forward data on to any other 3rd parties.