



DATA PROTECTION, PRIVACY NOTICE AND CONFIDENTIALITY POLICY



M.E.A.T **(Ipswich) Limited**

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Status & Review Cycle	Annual
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1. Introduction

Under UK data protection law, individuals have a right to be informed about how MEAT uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This data protection policy ensures MEAT complies with data protection law and follows good practice. Protects the rights of staff, learners, customers and partners. Is open about how it stores and process individuals' data and protects itself from the risks of a data breach.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or who otherwise engage to work at our school. This notice does not form part of any contract of



employment or other contract to provide services. We may update this notice at any time but if we do, we will provide you with an updated copy as soon as reasonably practical.

We MEAT Ipswich are the 'data controller' for the purposes of UK data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

We will comply with the data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about;
- Kept securely.

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but not restricted to:

- Your name;
- Contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Salary, annual leave, pension and benefits information;
- Bank account details, payroll records, National Insurance number and tax status information;
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process;
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- Appraisals;
- Outcomes of any disciplinary and/or grievance procedures;
- Absence data;
- Copy of driving licence, and notification of any penalties except parking infringements.

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of;
- Sickness records;
- Photographs and video footage.



We may also hold data about you that we have received from other organisations, including the Disclosure and Barring Service in respect of criminal offence data.

MEAT will follow the Data Protection Acts seven important principles:

1. Be processed fairly, lawfully and transparent;
2. Be obtained only for specific, lawful purposes
3. Personal Data will not be held for any longer than necessary;
4. Be accurate and keep up to date;
5. Processed in accordance with the rights of data subjects;
6. Steps to be taken to ensure personal data is processed and stored securely in agreement with Privacy Policy;
7. Accountability: In accordance with the Data Protection Act (EU 2016/679), we employ strict physical, electronic and administrative security measures to protect information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage both on-line and off-line. The transmission of information via the internet is, however, not secure and therefore we cannot guarantee the security of data sent to us electronically. Any transmission of such data is therefore entirely at individuals own risk.

This applies to all data that the company holds relating to identifiable individuals this can include names of individual, postal addresses, email addresses, telephone numbers. This will help to protect MEAT from some security risks including, breaches of confidentiality, failing to offer choice and reputational damage.

8. Why we use this data

We collect and use the data listed above to:

- Enable you to be paid;
- Check your entitlement to work in the UK;
- Determine the terms on which you work for us;
- Facilitate safer recruitment, as part of our safeguarding obligations;
- Support effective performance management;
- Inform our recruitment and retention policies;
- Allow better financial modelling and planning;
- Enable equalities monitoring;
- Improve the management of workforce data across the sector;
- Make sure our information and communications systems, equipment and facilities are used appropriately, legally and safely;
- Ascertain your fitness to work;
- Manage sickness absence.



If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given, us consent to do so, we may send you marketing information by email or text promoting MEAT events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us.

3.2 Use of your personal data for filtering and monitoring purposes

While you're at MEAT, we may monitor your use of our information and communication systems, equipment and facilities. We do this so that we can:

- Comply with health and safety and other legal obligations;
- Comply with our policies and our legal obligations;
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network;
- Protect your welfare.

9. Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you;
- Comply with a legal obligation;
- Carry out a task in the public interest;

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way;
- We need to protect your vital interests;
- We have legitimate interests in processing the data, for example, where disciplinary or allegations have been made, where you have provided us with consent to use your data, you may withdraw



this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify MEAT's use of your data.

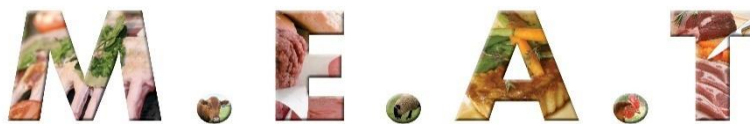
4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way;
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law;
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The data concerned has already been made manifestly public by you;
- We need to process it for the establishment, exercise or defence of legal claims;
- We need to process it for reasons of substantial public interest as defined in legislation;
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law;
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law;
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way;
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The data concerned has already been made manifestly public by you;
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights;
- We need to process it for reasons of substantial public interest as defined in legislation.



5. Collecting this data

We will only collect and use your data when the law allows us to (as detailed above in section 4 of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Photographs and videos

As part of the admissions process, we will ask for written consent from learners, and guardians where the learner is under 18 or has an EHCP, to allow the recording of learners and the specific use of these images for specific business use. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the learner, unless we have permission to do so, to ensure they cannot be identified.

6. How we store this data

We keep personal information about you while you work at MEAT. We may also keep it beyond your employment at our school if this is necessary to comply with our legal requirements or to meet our regulatory requirements. Our record retention schedule sets out how long we keep information about staff.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

Key staff and those who have access to data have key areas of responsibility; when data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it and kept in a locked drawer or cabinet, printouts should not be left where unauthorised people can see them (on printer) and data printouts should be shredded. When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:



- Relevant local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- Government departments or agencies;
- Our regulator, e.g. Ofsted;
- Suppliers and service providers;
- Financial organisations;
- Our auditors;
- Survey and research organisations;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts or tribunals.

7.1 Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it;
- Tell you why we are holding it, how we are processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).



8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress;
- Prevent your data being used to send direct marketing;
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected;
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing;
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose;
- In certain circumstances, be notified of a data breach;
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way;
- Claim compensation for damages caused by a breach of the data protection regulations.

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task;
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests;
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting Jane Dale (Managing Director).

10. Contact us



If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Our data protection officer is:

- Andrew MacDonald (Accounts & Contracts Manager) andrew@meatipswich.co.uk
/ 01473 270757

Signed:

JANE DALE

Managing Director.

Reviewed: April 2026

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