



Ten Garden

Data Protection Policy

Address: 28 Regency Square, Brighton BN1 2FH



Data Protection Policy

Date reviewed: 06 Nov 2020

Next reviewed date: 30 Oct 2021

About this policy

This policy outlines Ten Garden's commitment to the protection and integrity of data held on individuals (staff, students, school, homestay and other individuals) in compliance with the Data Protection Act 1998. The Act defines UK law on the processing of data on living, identifiable people and is the main piece of legislation that governs the protection of personal data in the UK.

Data Protection

Ten Garden stores personal information on staff, students, school, homestay and other individuals in order to provide its guardianship service and therefore must comply with the Data Protection Act 1998.

The Information Commissioner's Office (ICO) enforces the DPA and also oversees the Freedom of Information Act and the regulation of interception of communications under the Regulation of Investigatory Powers Act 2000.

Ten Garden is registered with the ICO. The Data Protection Act 1998 requires every data controller (i.e. the organisation) who is processing personal information to register with the ICO. The registration number for Ten Garden is ZA026587 and is registered under the name Ten Garden Limited.

Ten Garden sometimes needs to share the personal information it processes with the individual and also with other organisations. Where this is necessary it is required to comply with all aspects of the Data Protection Act (DPA). The types of organisations with which it may need to share some of the personal information it processes for one or more reasons includes business associates and other professional advisers; family, associates and representatives of the person whose personal data we are processing; financial organisations; current, past or prospective employers; educators and examining bodies; suppliers and services providers.

Photography and Sharing images

potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

how photographs can be shared more safely

- do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- use a parental permission form (please refer to the end of this policy) to obtain consent for a child to be photographed and videoed.
- obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.



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- address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children.
- Do not approve photography sessions outside the event or at a child's home.

Should you have any queries regarding Data Protection, please contact Kiki Zeng on 07885 278366 or guardian@tengarden.co.uk

Useful information, websites and supporting reference documents:

- A copy of the Data Protection Act is available on:
<http://www.legislation.gov.uk/ukpga/1998/29/contents>
- The ICO website address is: <https://ico.org.uk/>

Ten Garden Child photo / video consent form

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity.

I give _____ permission to take photographs and / or video of my child.

I grant _____ full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Name of Child	
Name of parent / guardian	
Signature of parent / guardian	
Date	



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Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T: 0303 123 1113 F: 01625 524510
www.ico.org.uk

Certificate

Organisation Name:

Ten Garden Limited

Reference number:

ZA026587

Tier:

Tier 1

Start date:

1 November 2013

End date:

31 October 2021

Data Protection Officer