

## GDPR Policy Statement

### HSA007

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 govern how Heritage Skills Academy collects, uses, stores and protects personal information. Heritage Skills Academy is committed to processing personal data lawfully, fairly and transparently and to protecting the rights of individuals. The core rules for looking after personal data remain in line with existing principles, but there are stricter standards to adhere to, and increased penalties for non-compliance.

All staff and apprentices must comply with to the HSA's Data Protection Policy and Acceptable Use Policy:

- Privacy Notice - GDPR
- Data Protection Policy
- IT and Security Acceptable Use Policy for Staff and Students

Staff and apprentices are asked to be mindful of potential data breaches at all times. A personal data security breach may come from:

- Theft
- A deliberate attack on your systems
- Unauthorised use of your own personal data
- Accidental loss or equipment failure.

Should you have any queries relating to GDPR at HSA or wish to report a data breach or potential data breach please contact HSA's Data Protection Lead:

#### **Data Protection Lead (DPL)**

Georgie Mann – General Manager

Heritage Skills Academy, Main Stores 90, Bicester Heritage, Buckingham Road, Bicester, Oxon. OX27 8AL. Email - [gm@heritageskillsacademy.co.uk](mailto:gm@heritageskillsacademy.co.uk).

All actual or suspected data breaches must be reported immediately to the Data Protection Lead.

**Note to staff:** Breaches can occur at anytime and it may not always be possible to reach the so any opportunity to contain the breach should be taken immediately. Examples of this include:

- Removing a webpage
- Informing unauthorised recipients of an email to delete it and not share it further
- Disconnecting your device from any of the HSA networks
- Informing Technical Services Contractor (Pebble) or your line manager

Individuals have the right to raise concerns with the Information Commissioner's Office (ICO) if they believe their personal data has been handled incorrectly.

[Information Commissioner's Office \(ICO\)](#)

Signed: *Georgie Mann*

**General Manager**  
1<sup>st</sup> June 2026