

PL6 Learning Hub GDPR Statement

Organisation: PL6 Learning Hub

Operated by: Western Education Solutions Ltd

Data Protection Lead: Greg Western

Date Issued: 8 October 2025

Next Review Due: 8 October 2026

Our Commitment to Data Protection

PL6 Learning Hub takes your privacy seriously and is committed to protecting the personal information of learners, parents, staff, and partners. We comply fully with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure that all personal data is handled lawfully, fairly, and transparently.

How We Use Your Information

We process personal information for the following purposes:

- Delivering educational services and learning support
- Safeguarding and protecting learners' welfare
- Managing attendance, progress, and achievement data
- Communicating with parents, carers, and local authorities
- Complying with statutory and awarding body requirements

Data Sharing

Data is shared only when lawful and necessary, for example with local authorities, awarding organisations, or professionals involved in a learner's care. We never sell or share data for marketing purposes.

Your Rights Under GDPR

You have the right to:

1. Be informed about how your data is used.
2. Access your personal data.
3. Request correction or deletion.
4. Restrict or object to processing.
5. Request data portability.

To exercise these rights, email: **greg@pl6learninghub.co.uk**. Requests are answered within one month.

Data Retention and Security

We retain personal data only for as long as necessary:

- Safeguarding and educational records – 25 years
- Attendance and learning data – 6 years
- Staff and financial records – 6–7 years

All data is encrypted, password-protected, and securely stored. Paper files are held in locked cabinets.

Data Breaches

If a data breach occurs, it is logged, assessed, and reported to the ICO within 72 hours if required. Affected individuals are informed if their rights are at risk.

Contact Details

For any data-related enquiries:

Greg Western – Data Protection Lead

PL6 Learning Hub, Western Education Solutions Ltd

■ 07954 653919 | ■ greg@pl6learninghub.co.uk

For further advice contact the ICO:

■ ico.org.uk | ■ 0303 123 1113

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