



## Terri and the Time Machine General Data Protection Regulation Agreement (GDPR)

This policy has been created as an agreement specifically for the project. It remains a supporting document to the data protection policies and procedures held and managed individually by all interested partners.

Project Partners:

- Z arts
- One Tenth Human Productions Limited (OTH)
- Divine Mercy Primary School
- St Mary’s Primary School Moss Side
- Webster Primary School
- Bowker Vale Primary School
- Crab Lane Primary School
- Crumpsall Lane Primary School
- St Gregory’s RC Bolton
- Abraham Moss Community School
- St Ethelberts RC Primary
- Poplar Street Primary
- Our Lady St Paul’s Heywood
- Sacred Heart Bolton
- Alice Ingham Primary Rochdale

Terri and the Time Machine (hereinafter referred to as TTM) is the overarching project title. Coordinated by Z arts.

Version 3.0  
September 2024

Date Updated	September 2024
Date for Renewal	July 2025
Who this policy applies to	All project partners – staff, freelancers, volunteers, and consultants.

Under data protection law, individuals have a right to be informed about how organisations use any personal data that we hold about them. This policy explains how we collect, store and use personal data in relation to the Terri and the Time Machine project, in line with the seven key principles of GDPR:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

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

- Contact details, contact preferences (partners only, not children).
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs (anonymised).
- Safeguarding information (where relevant) and held by the safeguarding lead.
- Details of any additional needs (medical and educational), only those details which are relevant to supporting children within the project.
- Photographs and videos (with parental consent).
- Recorded Zoom films which may include interactions with pupils.

### **Why we hold this data**

We will only collate, hold and use data relating to children or partners involved in the project to support children's learning, protect children's welfare, promote the project and support the development of the project through evaluation and evidence collection.

With consent, we may use children's work, photographs or videos to support us in evaluating, promoting and developing the project.

### **We only collect and use pupils' personal data when the law allows us to.**

Data linked to identified children, photographs and videos will be only collected if parental consent has been given. Photographs and videos will never be linked with the names of children.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

### **How we store this data**

We will keep personal information (outlined above) about pupils while they are involved in the project. Any personal data (outlined above) will be stored in password protected storage drives. Class teachers will collate and securely store pupil consent forms. All personal data will be deleted or destroyed once the children have completed the project.

Anonymised data, photographs and videos (with consent) may be kept after the pupils have completed the project as a way of documenting, developing, promoting and evidencing the project. Any personal data collected for these purposes will be gained with informed consent.

### **Data sharing**

We do not share information about pupils with any third party (beyond the partners involved in the project) without consent. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with necessary agencies. For example, the local authority – to meet our legal obligations such as safeguarding concerns.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that an organisation holds about

them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- 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

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

### **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 concern about our data processing, please raise this with us in the first instance.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the project coordinator:

Hannah Jeffares: [Hannah@z-arts.org](mailto:Hannah@z-arts.org)