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## Aims

Woodford County High School is obliged to collect and use personal information about current, past and prospective employees, governors, students, parents, guardians, suppliers and other third parties who come into contact with the school. This information is gathered in order to enable the school to provide education and other associated functions.

The purpose of this policy is to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

Woodford County High School will take all reasonable steps to process personal information in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy, any reference to students includes current, past or prospective students.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities as detailed in this Policy.

## Statutory Requirements

Data Protection Act 1998

### Data Protection Controller

All schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. This information is then available on the ICO's website. Schools also have a duty to issue a Fair Processing Notice to all students and parents; this summarises the information held on students, why it is held and the other parties to whom it may be passed on.

The school's Data Protection Controller is the School Business Manager who will ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

### Definitions:

#### What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held. Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance management appraisal).

### Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that anyone processing personal data must comply with at all times:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with those purposes
3. Personal data shall be adequate, relevant and not excessive for the purpose
4. Personal data shall be accurate and, kept up to date
  - Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to students and



**SCHOOL POLICY**

Data Protection

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their parents or guardians. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the prior written consent of the appropriate individual under the terms of this Policy

5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes:
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998:
  - The School may, from time to time, be required to process sensitive personal data regarding a student, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the appropriate individual will, in normal circumstances, is required in writing.
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security:
  - Individuals have a right of access to information concerning themselves held by the School. Any individual wishing to access this data should put their request in writing to the Data Protection Controller. The School will respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an Access to Information Request. (Please note that the School is entitled to charge an administration fee of up to £10.00 for providing this information.)
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

### **School Procedures & Data Security**

The DPA requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data may only be transferred to a third-party data processor if said third party agrees to comply with those procedures and policies, or puts in place adequate measures themselves. Woodford County High School will take all reasonable steps to ensure that members of staff will only have access to personal data relating to students, their parents or guardians where it is

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necessary for them to do so. Woodford County High School is committed to maintaining the above principles at all times. Therefore the school will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary or legally required
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded (paper files or on our computer system)
- Share personal information with others only when it is necessary and legally appropriate to do so
- Set out clear procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests in the Data Protection Act
- Train our staff so that they are aware of and understand our policies and procedures

All staff will be made aware of this policy and their duties under the Data Protection Act. The school will ensure that all personal information is held securely and is not accessible to unauthorised persons and will ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to, personal data.

Security procedures include:

1. The school operates a key fob entry system
2. Secure lockable desks and cupboards - desks and cupboards should be kept locked if they hold confidential information of any kind (personal information is always considered confidential);
3. Methods of disposal - paper documents should be shredded and data storage devices should be physically destroyed when they are no longer required;
4. Equipment - data users should ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

### **Providing information to third parties**

Any member of staff dealing with enquiries from third parties should be careful about disclosing any personal information held by us



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In particular they should:

- Check the identity of the person making the enquiry and whether they are legally entitled to receive the information they have requested;
- Suggest that the third party put their request in writing so the third party's identity and entitlement to the information may be verified;
- Refer to the head teacher for assistance in difficult situations;
- Where providing information to a third party, do so in accordance with the eight data protection principles.

### Complaints

Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

Further advice and information is available from the Information Commissioner's Office:

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx)

### Approval/Amendment

This policy is approved by the Governing Body of Woodford County High School. Any Amendments to this Policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998 and will require approval by the Governing Body of Woodford County High School.

### Questions

If you have any questions about this present statement of policy, please contact the School Business Manager, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA, who will also act as the contact point for any subject access requests.

Further advice and information, including a full list of exemptions, is available from the Information Commission, [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)