

Data Protection Policy

From Staff Policies

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Relevant legislation

Data Protection Act (DPA) (2018) (<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>)

Freedom of Information Act (FOIA) (2000) (<http://www.legislation.gov.uk/ukpga/2000/36/contents>)

General Data Protection Regulation (GDPR) (2016) (<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32016R0679>)

Purpose

To ensure that :

- all aspects of data use at Priory School conform to the relevant legislation
- there is no detriment to data subjects and the integrity and security of data is preserved
- data is used effectively and for the described purpose

Principles

The school believes in the welfare of data subjects and the handling of data with caution, confidentiality and sensitivity. It will therefore comply fully with the DPA's "Data Protection Principles", which state that personal information must be :

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than is necessary
- Processed in accordance with an individual's rights
- Kept secure

Policy Details

Legal Status

Statutory

Adopted

February 2018

Version Date

February 2018

Last Review

February 2020

Next Review

February 2021

Responsible SMT

NH

- Not transferred without adequate protection

All data at the school is categorised according to a RAG system :

- **Harmless** - e.g. a lesson plan (no DP action required)
- **School** - e.g. a marksheet (caution : inclusion of data such as FSM details may move this into the next category)
- **Personal** - e.g. a student home address (data which could be used to identify an individual)

Accountability

Detail

The following is a list of current **procedures** relating to data protection. As new technologies come into use, best practice may change rapidly and therefore these operational documents may be updated as circumstances require, within the principles of this policy but without the need for further consultation.

- Cloud Data Protocol
- Data in Transit Procedure
- Data Protection Guidance
- Data Protection Incidents Procedure
- Data Retention Schedule for Schools (ESCC)
- Email Guidelines
- Email Protocol
- FOI Publication Scheme
- Guidelines for Staff Transferring Data
- Information Storage, Retention and Disposal Procedure
- Keeping Personal Information Safe During Off-Site Visits (ESCC)
- Markbook Protocol
- Responding to Requests for Information Procedure
- Telephone Security Protocol
- Use of Images of Children Procedure

Roles and Responsibilities

The **Governing Body** is responsible for reviewing the policy annually

The **Headteacher**

- has shared responsibility with the Data Protection Officer for data protection and integrity

The **Data Protection Officer**

- has shared responsibility with the Headteacher for data protection and integrity
- has responsibility for notifying the Information Commissioner's Office under the DPA

Note : The DPO is not personally liable for data protection compliance. They assist the school in monitoring internal compliance, informing and advising on the school's data protection obligations and providing advice regarding Data Protection Impact Assessments (DPIAs). They act as a contact point for data subjects and the ICO.

The **Data Manager**

- will determine access rights to the different SIMS modules and ensure their effective operation

Staff and other authorised users (e.g. PGCE students, Governors, EWO)

- must follow the procedures detailed above

Parents and carers

- must provide the school with up-to-date information as appropriate and when requested
- must ensure that the data they supply to the school is accurate

Failure to follow the procedures referred to above may lead to sanctions, disciplinary action or the involvement of the police or local authority.

Monitoring and Evaluation

This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments made to the relevant legislation. The Governing Body will monitor the effectiveness of the policy through its Strategic Organisation Committee, and review it as part of their cycle of Policy Review.

Related Documents and Locations

- Data Protection Incident Report Form
- ESCC Information Security Breach Management Plan for Schools
- FOI Detailed Definitions for Publication Scheme
- Information Destruction Log - electronic (Data Protection Officer)
- Information Destruction Log - paper (Office Manager)
- Personal Data Release Form
- Privacy Notice
- Privacy Notice - Staff
- Privacy Policy - Alumni
- Year 11 Privacy Notice

Related Policies

- CCTV Policy
 - Child Protection Policy
 - Network Security Policy
 - Online Safety Policy
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