



Data Protection Policy and Privacy Notice

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1. Aims

Our academy aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the Data Protection Act 1998.

This policy applies to all data and records, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the [Data Protection Act 1998](#), and is based on [guidance published by the Information Commissioner's Office](#) and [model privacy notices published by the Department for Education](#).

It also takes into account the expected provisions of the [General Data Protection Regulation](#), which is new legislation due to come into force in 2018.

In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child's educational record.

This policy complies with our funding agreement and articles of association.

3. Definitions

| Term | Definition |
|--------------------------------|---|
| Personal data | Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified |
| Sensitive personal data | Data such as: <ul style="list-style-type: none">• Contact details• Racial or ethnic origin• Political opinions• Religious beliefs, or beliefs of a similar nature• Where a person is a member of a trade union• Physical and mental health• Sexual orientation• Whether a person has committed, or is alleged to have committed, an offence• Criminal convictions |
| Processing | Obtaining, recording or holding data |
| Data subject | The person whose personal data is held or processed |

| | |
|------------------------|--|
| Data controller | A person or organisation that determines the purposes for which, and the manner in which, personal data is processed |
| Data processor | A person, other than an employee of the data controller, who processes the data on behalf of the data controller |

4. The data controller

Our academy processes personal information relating to pupils, staff and visitors, and, therefore, is a data controller. Our academy delegates the responsibility of data controller for students and their parents to Chris Endacott, Assistant Headteacher – Curriculum and Data. The HR Officer (PA to Headteacher) has responsibility for personal data relating to staff. Information relating to visitors is monitored by the Receptionist.

The academy is registered as a data controller with the Information Commissioner’s Office and renews this registration annually.

5. Data protection principles

The Data Protection Act 1998 is based on the following data protection principles, or rules for good data handling:

- Data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be relevant and not excessive in relation to the purpose(s) for which it is processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be kept for longer than is necessary for the purpose(s) for which it is processed
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of, or damage to, personal data
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data in relation to the processing of personal data

6. Roles and responsibilities

The governing body has overall responsibility for ensuring that the academy complies with its obligations under the Data Protection Act 1998.

Day-to-day responsibilities rest with the headteacher, or the SIMS, Data and IT Officer in the headteacher’s absence. The headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy. Staff must also inform the school of any changes to their personal data, such as a change of address.

Students and their parents are responsible for providing the academy with relevant personal details and ensuring that they inform the academy of any changes to their personal data.

Visitors are responsible for providing correct information to the academy at the time of their visit and they must comply with the visitor policy at all times whilst on academy property.

7. Privacy/fair processing notice

7.1 Students and parents

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the academy is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational needs
- Exclusion information
- Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of this policy.

Once our pupils reach the age of 13, we are legally required to pass on certain information to Derbyshire County Council, which has responsibilities in relation to the education or training of 13-19 year-olds. Parents, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to Derbyshire County Council by informing the SIMS, Data and IT Officer via email or in writing within 6 months of their child's 13th birthday.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

7.2 Staff

We process data relating to those we employ to work at, or otherwise engage to work at, our academy. The purpose of processing this data is to assist in the running of the academy, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body

Staff personal data includes, but is not limited to, information such as:

- Contact details
- National Insurance numbers
- Salary information
- Qualifications
- Absence data

- Personal characteristics, including ethnic groups
- Medical information
- Outcomes of any disciplinary procedures

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about staff with third parties without consent unless the law allows us to.

We are required, by law, to pass certain information about staff to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

Any staff member wishing to see a copy of information about them that the school holds should contact the PA to the Headteacher.

Please see the document “School Guidelines on Records Retention Periods” for further guidance on how long records need to be retained by the academy.

7.3 Visitors and Other Stakeholders

We process data relating to visitors and other stakeholders who come to the academy. The purpose of processing this data is to ensure the safety and wellbeing of the students and staff in our care as well as for health and safety purposes in the event of an emergency evacuation. This data includes, but is not limited to, information such as:

- Name
- Company representing
- Name of person visiting
- Purpose of visit
- DBS number if applicable
- Car registration number
- Photograph

This information is retained in our visitor entry system for a period of two months and then it is automatically deleted by the system. Access to the system is restricted to authorized users only and is password protected.

8. Subject access requests

Under the Data Protection Act 1998, students have a right to request access to information the academy holds about them. This is known as a subject access request.

Subject access requests must be submitted in writing, either by letter, email or fax. Requests should include:

- The student's name
- A correspondence address
- A contact number and email address
- Details about the information requested

The academy will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the student or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

If a subject access request does not relate to the educational record, we will respond within 40 calendar days.

9. Parental requests to see the educational record

Parents of pupils at this academy do not have an automatic right to access their child's educational record. The academy will decide on a case-by-case basis whether to grant such requests, and we will bear in mind guidance issued from time to time from the Information Commissioner's Office (the organisation that upholds information rights).

10. Storage of records

- Paper-based records that contain personal information are kept under lock and key when not in use
- Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access
- Personal information should not be routinely saved on portable electronic devices, laptops or other removable media.
- Where personal information needs to be taken off site (in paper or electronic form), staff must sign it in and out from reception
- Passwords that are at least 12 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Use of USB devices is restricted within the academy. If permission is given by the Headteacher encryption software is used to protect all portable devices and removable media.
- Staff, or governors who store personal information on their personal devices are expected to follow the same security procedures for academy-owned equipment and to make their device available for inspection and removal of any personal data on leaving the employment / service of the academy.

11. Disposal of records

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely.

For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

12. Training

Our staff and governors are provided with data protection training as part of their induction process.

Staff will then receive yearly training and will be updated during the year as necessary via staff briefings or email.

13. The General Data Protection Regulation

We acknowledge that the law is changing on the rights of data subjects and that the General Data Protection Regulation is due to come into force in May 2018.

We will review working practices when this new legislation takes effect and provide training to members of staff and governors where appropriate.

14. Monitoring arrangements

The Business Manager is responsible for monitoring and reviewing this policy.

The SIMS, Data and IT officer checks that the school complies with this policy by, among other things, reviewing school records on a termly basis.

This document will be reviewed when the General Data Protection Regulation comes into force, and then **every year**.

At every review, the policy will be shared with the governing board.

15. Links with other policies

This data protection policy and privacy notice is linked to the freedom of information publication scheme. It also links to the Safeguarding Policy, the Visitor Policy, the CCTV Policy and the Health and Safety Policy as well as the School Guidelines on Records Retention Periods issued by Derbyshire County Council.