

ALL SAINTS' CHURCH OF ENGLAND FEDERATION

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Statutory General Data Protection Regulation (GDPR) & Data Protection Policy

1. Rationale

This policy has been developed to protect the data of individuals within the School. The policy refers to the protection of all data held by the School, including paper records; data held on computers and associated equipment and, where applicable, CCTV coverage throughout the School within the partnership to ensure personal data is treated in a fair and lawful manner in accordance with the Data Protection Act 2018.

The Executive Headteacher have overall responsibility for ensuring compliance with the Data Protection Act. The day to day compliance of this policy will be delegated to the School Business Manager.

All personnel with access to personal data must comply with the guidance laid out in the Data Protection Act 2018, which is outlined and emphasised within this policy.

2. Aims

The School will adhere to the eight enforceable principles of good practice within the Data Protection Act 2018 and the guidance of the General Data Protection Regulations to ensure that data should be:

- Fairly & lawfully processed
- Obtained only for one or more specified and lawful purposes
- Adequate, relevant & reasonable for the purpose for which it is processed
- Accurate and kept up to date
- Keep only as long as necessary and reasonable
- Processed in accordance with the data subject's rights
- Held securely for the protection of individuals
- Not transferred to a country outside the EEC unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

3. Guidance

A. Data Gathering

The person from whom the data is collected will be informed of the reason for the collection and the intended use, including any possible disclosures. Appropriate privacy notices will be distributed to staff and parents/carers in respect of use of personal data.

B. Processing

All processing of personal data will comply with the Data Protection principles as defined above. Third party processing will be required to comply with the same principles as defined in the Data Protection Act 2018. Data should only be used for the purpose for which it was collected.

C. Data Storage

The minimum amount of personal data will be obtained and erased once it is no longer necessary for it to be retained. The data will be stored in a secure and safe manner. Firewalls, password protection and encryption to be used as appropriate.

D. Data Checking

Periodically reminders will be sent to staff and parents/carers to ensure personal details are up to date.

E. Confidentiality and Security

Personal data will be treated as confidential, using the principles of the Data Protection Act 2018 as detailed above.