



**GEORGE  
DIXON  
ACADEMY**

## **Data Protection Policy**

<b>Date Created:</b>	<b>Last Review May 2015</b>
<b>Last Review:</b>	<b>September 2016</b>
<b>Reviewed By:</b>	<b>Timothy Lewis, Director of Support Services</b>
<b>Approval Date:</b>	<b>14 September 2016</b>
<b>Approved By:</b>	<b>Governing Body</b>
<b>Next Review:</b>	<b>May 2017</b>

## Data Protection Policy

### 1 Introduction

- 1.1 The Academy will comply with:
- 1.2 The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.
- 1.3 Birmingham Education Service advice and guidance supplied in the **Data Protection Advice for Schools** flyer and **Data Protection Guidance for Schools** booklet.
- 1.4 Information and guidance displayed on the Information Commissioner's website <https://ico.org.uk/for-organisations/education/>
- 1.5 The Academy are also informed by the ICO Publication "Report on the Data Protection Guidance we gave schools in 2012"
- 1.6 This policy should be used in conjunction with the Academy's **Internet Use Policy**.

### 2 Statement of Intent

George Dixon Academy is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the Data Protection Act 1998.

This policy will outline how George Dixon Academy will comply with the key principles of the Data Protection Act:

- Data must be processed fairly and lawfully.
- Data must only be acquired for one or more lawful purposes and should not be processed for other reasons.
- Data must be adequate, relevant and not excessive.
- Data must be kept accurate and up-to-date.
- Data must not be kept for longer than is necessary.
- Data must be processed in accordance with the data subject's rights.
- Appropriate measures must be taken to prevent unauthorised or unlawful access to the data and against loss, destruction or damage to data
- Data must not be transferred to a country or territory unless it ensures an adequate level of protection for the rights of the subject

### 3 Data Gathering

- 3.1 All personal data relating to staff, students or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.

responsibility of the academy to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.

- 6.4 Requests from parents/carers or children for printed lists of names of children in particular classes, which are frequently sought at Christmas, should be politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the students are present in class will resolve the problem).
- 6.5 Personal data will not be used in newsletters, websites or other media without the consent of the data subject.
- 6.6 Routine consent issues will be incorporated into the academy's student data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the academy.
- 6.7 Personal data will only be disclosed to Police Officers on request at the discretion of the Headmaster.
- 6.8 A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

## **7 Subject Access Requests**

- 7.1 If the academy receives a written request from a data subject to see any or all personal data that the academy holds about them this should be treated as a Subject Access Request and the academy will respond within the 40 day deadline.
- 7.2 Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the academy will comply with its duty to respond within the 40 day time limit.

8 This policy will be published on the academy website.

9 Data Protection statements will be included in the academy prospectus and on any forms that are used to collect personal data.

## **10 CCTV**

10.1 The Academy has been registered with the Information Commission re: data protection.

10.2 The system to be used for:

- ◆ Personal Safety Issues
- ◆ Deter unauthorised entry to site
- ◆ Assist with maintaining appropriate standards of student behavior

**11 Relationship with existing policies**

- 11.1 This Policy should be read in conjunction with
- ◆ Records Management Policy
  - ◆ CCTV Procedures
  - ◆ Related Procedures for Records Management
  - ◆ Related Procedures for Dealing with Data Protection Requests.
  - ◆ Related Procedures Data Protection Principle 8 Operating Procedures

**12 Monitoring and Review**

- 12.1 This Policy will ordinarily be reviewed every two years.
- 12.2 This policy has been updated to take account of the Academy's Internal Auditors requirements to cross reference policies.

Signed (Chairperson):

Print Name: Sir Robert Dowling

Date: 14/09/2016