



DATA PROTECTION POLICY

1. Policy Statement

This document is a statement of the aims and principles of the Trust for ensuring the confidentiality of sensitive information relating to staff, pupils, parents, Directors and LGBs

In summary, these principles state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- Be adequate, relevant and not excessive for that purpose;
- Be accurate and kept up to date;
- Not be kept for longer than is necessary for that purpose;
- Be processed in accordance with the data subject's rights;
- Be kept safe from unauthorised access, accidental loss or destruction.

All staff are responsible for:

- Checking that any information that they provide to the schools in connection with their employment is accurate and up to date;
- Informing the schools of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The schools cannot be held responsible for any errors unless the staff member has informed the school of such changes;
- Handling all personal data (e.g. pupil attainment data) with reference to this policy and the guidelines in staff handbooks (or similar document) about confidentiality

All staff are responsible for ensuring that:

- Any personal data that they hold is kept securely;
- Personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party;
- Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should be kept in a locked filing cabinet, drawer, or safe; or if it is computerised, be encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up; and If a copy is kept on a UBS memory stick or other removable storage media, that media must itself be encrypted/password protected and/or kept in a locked filing cabinet, drawer, or safe.

2. Introduction

Each school needs to keep certain information about employees, pupils and other users to allow us, for example, to monitor performance, achievement and health and safety.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the schools must comply with the Data Protection

Principles which are set out in the Data Protection Act 1998 (the 1998 Act).

All staff who process or use personal information must ensure that they follow these principals at all times. This policy does not form part of the contract of employment, but it is a condition of employment that employees will abide by the rules and policies of the Trust. Any failure to follow the policy could therefore result in disciplinary proceedings.

3. The Data Controller and the Designated Data Controllers

Each school, as a body corporate, is the Data Controller under the 1998 Act, and the Directors of the Trust are therefore ultimately responsible for implementation. However, the Designated Data Controllers will deal with day to day matters.

The Trust's Designated Data Controllers are the Chief Finance Officer and the Headteachers.

Any member of staff, parent or other individual who considers that the policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the appropriate Designated Data Controller.

4. Rights to Access Information

All staff, parents and other users are entitled to:

- Know what information the Trust holds and processes about them or their child and why;
- Know how to gain access to it;
- Know how to keep it up to date;
- Know what the school is doing to comply with its obligations under the 1998 Act.

The Trust will, upon request, provide all staff and parents and other relevant users with a statement regarding the personal data held about them. This will state all the types of data the schools hold and processes about them, and the reasons for which they are processed.

All staff, parents and other users have a right under the 1998 Act to access certain personal data being kept about them or their child either on computer or in certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Director responsible for Data Protection via a Designated Data Controller.

The Trust may make a charge on each occasion that access is requested, although the Trust has discretion to waive this.

The Trust aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days, as required by the 1998 Act.

6. Retention of Data

The Trust has a duty to retain some staff and pupil personal data for a period of time following their departure from the schools, mainly for legal reasons, but also for other purposes such as being able to provide references. Different categories of data will be retained for different periods of time.

7. Monitoring and Evaluation

This policy will be reviewed annually. Where any clarifications or actions are needed, the policy will be amended accordingly in line with Government Policy.

Signed: **Dated:**
Chair, Board of Directors