

Alvaston Junior /Village Primary Data Protection Policy

1.0 Introduction and scope

This Policy forms part of the Schools Information Governance Framework.

For the school to operate effectively, it must process information about its employees and students/pupils/learners – data subjects. It does this under the Data Protection Act 1998 and other related legislation.

The School acting as a holder – known as a custodian or data controller – of personal information recognises its moral duty to make sure that data is handled properly and confidentially at all times, whether it is held on paper or electronically. This covers the whole lifecycle, including:

- obtaining personal data
- storing and securing personal data
- using personal data
- disposing or destroying personal data.

The school also has a responsibility to make sure that data subjects have the appropriate access under the 1998 Act, to their personal information upon written request.

This policy applies to all permanent and temporary employees and those acting on behalf of the Governing Body/Head Teacher.

2.0 Actions

By following and maintaining strict safeguards and controls, the school will:

- acknowledge the rights of individuals to whom personal data relates and make sure that they can use these rights in accordance with the 1998 Act
- make sure that the collecting and using of personal data is done in a way that recognises the Fair Processing Code, which means that personal data is obtained fairly and lawfully – issuing privacy statements when appropriate
- only obtain and process personal data as specified in our notification
- collect and process personal data on a **need to know** basis making sure that it is accurate, not excessive and is disposed of at a time appropriate to its purpose
- make sure that for all personal data it takes the correct security measures – both technically and organisationally - to protect against loss, damage or misuse

- make sure that the movement of personal data is done in a lawful way, both inside and outside the school and that it has suitable safeguards at all times
- follow all the good practice advice and guidance issued by the [Information Commissioner Office](#)

3.0 Enablers

To support these actions, the school will:

- have a designated **Data Protection co-ordinator** responsible for gathering and distributing information and issues relating to information security, the Data Protection Act and other related legislation
- make sure that all activities that relate to the processing of personal data have the correct safeguards and controls to make sure of information security and compliance with the 1998 Act
- make sure that all contracts and service level agreements – SLAs – between the school and external organisations, including contract staff – where personal data is processed - refers to the 1998 Act where necessary.

The school will also:

- make sure that all employees, including contract staff acting on the school's behalf, understand their responsibilities about information security under the 1998 Act.
- make sure they receive appropriate mandatory training, instruction and supervision so they can perform these duties effectively and consistently
- make sure they only have access to personal information that is necessary to their duties
- make sure that all others acting on the schools behalf are only given access to personal information that is necessary to the duties they perform and no more.

The school will:

- handle any requests for access to personal data courteously, promptly and appropriately, making sure that either the data subject or their authorised representative have the proper right to access under the 1998 Act
- make sure that information provided is clear and explicit
- make sure Information Sharing Agreements are in place where necessary and appropriate, when sharing with partner agencies takes place.
- Manage reported security breaches appropriately and in line with the security breach management framework issued by the Information Commissioners Office

- review this policy and the safeguards and controls that relate to it regularly, but in any case within 18 months from date of issue, to make sure that they are still relevant, efficient and effective.

4.0 Other relevant policies, procedures and standards

Make a note here of any other policies that may be relevant for example...

- *Information security policy*
- *Off site working policy*
- *Incident reporting policy*

5.0 Compliance with the Data Protection Act Policy

The school governing body is responsible for monitoring compliance with this Policy

If employees knowingly or recklessly fail to comply with this Policy, other school policies, procedures or guidelines the school may take appropriate action under the Disciplinary Procedure.

6.0 Contact Details

Please contact XXXXXXXXXX with any queries in relation to this Policy.

Please contact the Council's Information Governance Manager/Data Protection Manager on 64 3232 or by email to alison.moss@derby.gov.uk or any of the information governance team at information.governance@derby.gov.uk with enquires about this policy or any other referenced policy, procedure or law.

7.0 Version history

Date Issued	Version	Status	Reason for change

Appendix 1

Data Protection Act 1998 – Principles

- Principle 1 Information is fairly and lawfully processed
- Principle 2 Information is processed for limited purposes and not for any manner incompatible with those purposes
- Principle 3 Information held is adequate, relevant and not excessive;
- Principle 4 Information held is accurate and up to date
- Principle 5 Information is not kept for longer than is necessary
- Principle 6 Information is processed in line with the data subject's rights
- Principle 7 Information must be kept secure
- Principle 8 Information is not transferred to countries without adequate data protection.