



Data Protection  
Policy

## **Introduction**

Assumption Grammar School is fully committed to protecting the rights and privacy of individuals. It recognizes and accepts its responsibility as set out in the Data Protection Act 1998 and sub-legislation contained therein. The school, as a Data Controller, will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular, the school will comply with the Data Protection Principles as set out in the 1998 Act.

This policy statement applies to all members of the Board of Governors, employees and individuals about whom the school processes personal information, as well as other partners and companies with which the school undertakes its business.

## **Scope**

In order to operate, the school must collect and use certain types of personal information about people with whom it deals. These include current, past and prospective employees, pupils, suppliers, clients, and others with whom it communicates. In addition, it may be required by law to collect and use certain types of information to comply with the requirements of government departments. This personal information will be dealt with properly whether it is collected on paper, in a computer, or recorded on other materials. The school will comply with all safeguards in the Data Protection Act 1998 to ensure this.

The school regards as essential the lawful and correct treatment of personal information and wishes to maintain the confidence of those with whom we deal. It will ensure that it treats personal information lawfully, correctly and in compliance with the 1998 Act.

To this end we fully endorse the obligations of the Act and adhere to the Principles of data protection, as enumerated in the 1998 Act.

The following paragraphs provide a brief aid to the Data Protection Act 1998.

### **1. Main Provisions of the 1998 Legislation**

- (a) The school, as Data Controller, will notify its processing of personal data with the Information Commissioners Officer who maintains a public register of the type of information organisations process, where it gets the information from and what it does with it.
- (b) The school will observe the eight Data Protection Principles.

(c) The school will allow the data subject to exercise his/her rights i.e. to have right of access to his/her personal information - what is held, how it is processed and to whom it is disclosed. Such access requests will be complied with within 40 days. The maximum fee for access is £10.

## 2. Definitions

<b>Data Controller</b>	Any individual or organization who controls personal data, in this instance the School.
<b>Personal Data:</b>	Information held on a relevant filing system, accessible record or computerized record (as well as digital audio or video equipment), which identifies living individuals.
<b>Sensitive Personal Data:</b>	Personal data relating to an individual's race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life and criminal activities.
<b>Relevant Filing System:</b>	Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. personnel records, microfiches.
<b>Data Subject:</b>	An individual who is the subject of the personal data, for example, employees, pupils, claimants etc.
<b>Processing:</b>	Obtaining, recording or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data.
<b>Accessible Records</b>	Any records which are kept by the Organisation as part of a statutory duty, e.g. pupil records, housing tenancy records, social services records.

### **3. Data Protection Principles**

Specifically, the Principles require that personal information:

1. shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions as set out in the 1998 Act are met;
2. shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
4. shall be accurate and, where necessary, kept up to date;
5. shall not be kept for longer than is necessary for that purpose or those purposes;
6. shall be processed in accordance with the rights of the data subject under the 1998 Act;

and that:

7. 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;
8. shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

#### **Commitment**

The school will, through appropriate management and application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used, including its accuracy and relevancy for the purpose(s) specified;
- apply strict checks to determine the length of time information is held;
- ensure that the rights of people about whom information is held can be fully exercised under the 1998 Act. (These include: the right to be informed that

processing is being undertaken: the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, block or erase information which is regarded as erroneous);

- take appropriate technical and organisational security measures to safeguard personal information; and
- ensure that personal information is not transferred abroad without suitable safeguards.

### **Compliance**

In addition, the School takes steps to ensure that:

- there is someone with specific responsibility for data protection in the organisation. (Currently, the nominated person is Mrs Devlin);
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice (see Appendix A);
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- methods of handling personal information are clearly described;
- a regular review and audit is made of the way personal information is managed;
- methods of handling personal information are regularly assessed and evaluated;
- performance of handling personal information is regularly assessed and evaluated;
- it disseminates to employees, information on good practice in respect of handling, using and storing personal information.

A copy of this policy statement will be issued to all employees. It will be reviewed annually, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.

**Important Information for Staff on Data Protection**

1. Treat personal data with care and remember that the school has a duty of confidentiality towards the Data Subject. All paper copies of personal information should be kept in a locked filing cabinet or cupboard which should only be accessed by authorised personnel on a need to know basis.
2. Where personal information is requested under the Data Protection Act 1998, check the identity of the requestor before releasing such information.
3. Only disclose relevant personal information to those authorised as 'recipients' in your Data Protection notification to the Information Commissioner, if appropriate.
4. Ensure that personal data is not left on desks in view of others – lock it away when not in use.
5. Ensure you Log off/Lock PCs/Laptops while away from them for lengthy periods.
6. Ensure that PCs/Laptops are “password protected”
7. Ensure you do not share Logons and Passwords with any other person.
8. Ensure no one else, especially pupils or members of the public, can read information from computer screens. No one should be able to view data without authorisation.
9. Do not store personal data on portable media e.g. Laptop, USB stick, CD ROM, unless authorised by the Principal and the device has encryption capabilities.
10. Do not remove personal data (portable media/laptop/file) from school premises unless authorised by the Principal.
11. Ensure you do not use unauthorised software on PCs/Laptops.
12. Back-up media should be kept in a secure storage area.