

Queens Crescent School

Data protection policy

(This policy should be read in conjunction with the Freedom of Information Policy and Publication Scheme)

1. Introduction

During the course of our activities Queens Crescent School will process personal data (which may be held on paper, electronically, or otherwise) about our staff (past, present and prospective), governors, pupils, parents and suppliers. We recognise the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 1998 (DPA). The purpose of this policy is to make you aware of how we will handle your personal data.

2. Responsibilities

Overall responsibility for ensuring that the School is compliant with the DPA lies with the governing body. Day to day compliance is devolved to the Headteacher

3. Data protection principles

We will comply with the eight data protection principles in the DPA, which say that personal data must be:

1. Processed fairly and lawfully.
2. Processed for limited purposes and in an appropriate way.
3. Adequate, relevant and not excessive for the purpose.
4. Accurate.
5. Not kept longer than necessary for the purpose.
6. Processed in line with individuals' rights.
7. Secure.
8. Not transferred to people or organisations situated in countries or territories outside the European Economic Area unless that country or territory ensures an adequate level of data protection.

"Personal data" means recorded information we hold from which a person can be identified. It may include contact details, other personal information, photographs, expressions of opinion. "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

4. Fair and lawful processing

We will usually only process personal data where consent has been given or where the processing is necessary to comply with our legal obligations. In other cases, processing may be necessary for the protection of your vital interests, for our legitimate interests or the legitimate interests of others. The full list of conditions is set out in the DPA.

We will only process "sensitive personal data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, where a further condition is also met. Usually this will mean that we require explicit consent, or that the processing is legally required for employment purposes. The full list of conditions is set out in the DPA.

Whenever information is processed about individuals they must be made aware of the following:

- The identity of the Data Controller e.g. the Headteacher,

- The purpose for which the information is being collected for,
- Any other purposes that it may be used for,
- Who the information will or may be shared with; and
- How to contact the Data Controller.

5. How we are likely to use personal data

We will process data about staff for legal, personnel, administrative and management purposes in order to enable us to meet our legal obligations as an employer, for example to compensate, monitor performance and to confer benefits in connection with employment.

We may process sensitive personal data including, as appropriate:

- Information about an person's physical or mental health or condition in order to monitor sick leave and take decisions related to the fitness for work;
- The racial or ethnic origin or religion or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.

6. Processing for limited purposes

We will only process personal data for a specific purpose or for purposes notified or for any other purposes specifically permitted by the DPA.

7. Adequate, relevant and non-excessive processing

Personal data will only be processed to the extent that it is necessary for the specific purposes notified.

8. Accurate data

We will keep the personal data we store accurate and up-to-date. Data that is inaccurate or out-of-date will be destroyed. Please notify us if personal details change or you become aware of any inaccuracies in the personal data we hold about you.

9. Data retention

We will not keep personal data for longer than is necessary for the purpose. This means that data will be destroyed or erased from our systems when it is no longer required. For guidance on how long certain data is likely to be kept before being destroyed, contact the Head teacher. For details see the Publication Scheme.

10. Processing in line with your rights

A person whose details are held by the school has the right to:

- Request access to any personal data we hold
- Prevent the processing of data for direct-marketing purposes.
- Ask to have inaccurate data held amended.
- Prevent processing that is likely to cause unwarranted substantial damage or distress
- Object to any decision being taken solely by a computer or other automated process.

An adult with parental responsibility can access the information about their child.

11. Data security

We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We will only transfer personal data to a third party if the third party agrees to comply with those procedures and policies, or if they put in place adequate measures themselves.

Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

12. Providing information to third parties

We will not disclose personal data to a third party without consent, unless we are satisfied that they are legally entitled to the data. Where we do disclose personal data to a third party, we will have regard to the eight data protection principles.

13. Subject access requests

If you wish to know what personal data we hold please make the request in writing. All such written requests should be forwarded to the Head teacher.

14. Breaches of this policy

If you consider that this policy has not been followed in respect of personal data the matter should raise the matter with Head teacher. Any breach of this policy will be taken seriously and may result in disciplinary action. Full details of the complaints process is in the Complaints Policy

The Full Governing Body agreed to adopt this policy at the meeting held on 26th January 2015.

Signed

Mrs J Hawkins, Headteacher

Signed

Mrs R Dimech, Chair of Governors

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