



HOLY TRINITY

Church of England Academy

Data Protection

Why has this document been produced?

This document has been produced because Holy Trinity CE Academy has a responsibility as a data controller under the Data Protection Act 1998 to ensure the lawful and correct treatment of personal information it holds.

Failures to comply with the Data Protection Act could result in employees being held liable in a Court of Law for their actions and/or result in disciplinary procedures.

Who is the document for?

All staff who process data have a responsibility to follow good data practice. Therefore any staff member who processes data should be familiar with this document.

How to use this document

All new staff who process personal information need to familiarise themselves with the contents of this policy.

1. INTRODUCTION

This is a guide for staff to ensure compliance with the Data Protection Policy of Holy Trinity CE Academy.

Holy Trinity CE Academy needs to collect and use certain types of information about people and pupils with whom it deals with in order to operate and deliver services. This personal information must be dealt with properly, however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material. There are safeguards to ensure this in line with the Data Protection Act 1998.

This policy for staff sets out:-

- The data protection principles and our policy
- Information on how to meet their responsibilities

1.1 DATA PROTECTION PRINCIPLES

1.1.1 To ensure Holy Trinity CE Academy treats personal information lawfully and correctly the school fully endorses and adheres to the principles of data protection, as set out in the Data Protection Act 1998 and all employees must adhere to them at all times.

1.1.2 Specifically, the principles require that personal information:-

- shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- shall be obtained only for one or more specified and lawful purposes, and shall not be future processed in any manner with that purpose or those purposes (Data obtained for one purpose must not be used for a different purpose without the explicit permission of the data subject being granted)
- shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- shall be accurate and, where necessary, kept up to date
- shall not be kept for any longer than is necessary for that purposes or those purposes
- shall be processed in accordance with the rights of data subjects under the Act
- shall be kept secure i.e. 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
- shall not be transferred to a country outside the European Economic Area unless the 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

1.2 OUR POLICY

1.2.1 Holy Trinity CE Academy will, through appropriate management, and strict applications of criteria and controls:-

- observe fully conditions regarding the fair collection and use of information

- meets 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
- apply strict checks to determine the length of time information is held in line with our Schools Retention Schedule
- ensure that the rights of people about whom information is held can be fully exercised under the 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, rectify, block or erase information which is wrong.
- Take appropriate technical and organisational security measures to safeguard personal information.

2. HOW TO MEET YOUR RESPONSIBILITIES

2.1 Fair Processing Notice

2.1.1 All those who are collecting any personal information must ensure that the data subject is fully informed of:-

- why the information is being collected
- how the information will be used
- how long the information will be kept for

2.1.2 All those collecting personal information must ensure they collect only the information that is strictly needed, and no unnecessary information is asked for or stored by Holy Trinity CE Academy. You must be clear about why the information you are collecting is necessary.

2.2 Data Security

2.2.1 Personal data held by Holy Trinity CE Academy must not be removed from the Academy without the written permission of the Head Teacher.

2.2.2 Personal data which is taken off-site must be held and transmitted securely, and used only for official business. It must not be transmitted to any third party. Personal data must not be transferred to or retained on a home computer.

2.2.3 Email should not be used to transmit any sensitive or highly confidential information unless the information is encrypted.

2.2.4 Any information that needs to be transmitted by post and is of a sensitive nature or could cause damage or distress, in particular where it contains financial or medical information must be sent by recorded delivery.

2.2.5 Where information is held on a laptop that could cause an individual damage or distress, in particular where it contains financial or medical information, this information must be encrypted.

2.3 Subject Access Requested

2.3.1 Individuals have a right to access their own personal information which is held by a data controller who in this case is Holy Trinity CE Academy.

- 2.3.2 Requests should be made in writing and must be complied with within 40 calendar days from receipt of fee or information required to enable the request to be satisfied.
- 2.3.3 Any member of staff who is aware of a potential compensation claim against Holy Trinity CE Academy, in respect of use of personal data, under the Data Protection Act should inform the Head Teacher.
- 2.3.4 Proof of identity is required for such requests, in the form of at least two identifying documents of the subject, such as passport, driving licence or recent utility bill

2.4. NOTIFICATION

- 2.4.1. The Information Commissioner keeps a register of all data controllers. Notification is the process by which a new data controller is added to the register. An annual fee (£35) is payable for notification. Holy Trinity CE Academy is on the register as a data controller. Each register entry contains the name and address of the data controller and details on the nature of the data held and processed by the controller. These register entries can be publicly viewed online at www.ico.gov.uk.

2.4.2. FAILURE TO NOTIFY IS A CRIMINAL OFFENCE.

- 2.4.3 All managers must notify their departmental Data Protection Contact of any changes to the way in which they are collecting, processing or using data. The departmental Data Protection Contact can then ensure that the register is amended as appropriate