

# Bishop Rawstorne Church of England Academy

## DATA PROTECTION POLICY

**Aspire Believe Achieve**

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

**Review date: June 2017**

**Next review date: June 2018**

**Reviewed by: Mrs L Hood**

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**Date Approved by the BFM —June 2017**

## 1. Introduction

Bishop Rawstone Church of England Academy is required to keep certain personal data about its staff and students in order to fulfil its purpose and to meet its legal obligations to funding bodies and government. 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 school must comply with the Data Protection Principles which are set out in the Data Protection Act, 1998.

## 2. Principles

- Personal data will be obtained and processed fairly and lawfully for specified purposes and shall not be processed in any manner incompatible with those purposes of:-

Education  
Educational Support and Ancillary Purposes  
School Administration  
Staff, Agent and Contractor Administration  
Advertising, Marketing, Public Relations, General Advice Services  
Crime Prevention and Prosecution of Offenders

- The data will be adequate, relevant and not excessive. The data will be kept up to date and will be processed in accordance with the data subject's rights under the Data Protection Act.
- Personal data will not be kept for longer than is necessary for that purpose and will be kept secure from unauthorised access, accidental loss or destruction.
- Personal data will not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The school and all staff who process or use personal information must ensure that they follow these principles at all times.

## 3. Policy Status

Any breach of this policy will be taken seriously and may result in formal action being taken. Any member of staff or student who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with the Business and Finance Manager in the first instance.

#### **4. Notification of Data Held and Processed**

All staff, students and other users are entitled to:

- Ask what information the school holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed what the school is doing to comply with its obligations under the 1998 Data Protection Act.

#### **5. Responsibilities of Staff and Students**

All staff and students are responsible for:

- Checking that any personal data that they provide to the school is accurate and up to date.
- Informing the school of any changes to information which they have provided. If, as part of their responsibilities, staff collect information about staff and/or students, they must comply with the Policy.

Staff must ensure that personal data or images relating to students (or staff) are processed in line with the Data Protection Act 1998. Personal data or images relating to students must not be sent via email, over the internet or via other messaging systems. Personal data or images relating to students (or staff) may only be held on the school network and must not be saved to an external drive without prior permission from the ICT Network Manager. The ICT Network Manager should be consulted prior to commencing any activity or process relating to student personal data or images.

Personal data or images relating to students (or staff) may only be removed from the school premises using an encrypted, password protected USB device supplied by the ICT support department. Personal data or images relating to students (or staff) should not be removed from the school premises using any other method.

#### **6. Data Security**

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. All staff are responsible for ensuring that:

- Any personal data which they hold is kept securely.
- Personal information is not disclosed either orally, in writing, electronically, or otherwise to any unauthorised third party.

## **7. Rights to Access Information**

Staff and students have the right to access any personal data that is being kept on them on electronically and in manual filing systems. Any person who wishes to exercise this right should make the request in writing to the Business and Finance Manager.

The school aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days of receipt of a request unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

## **8. Publication of School Information**

Information that is already in the public domain is exempt from the 1998 Act. This would include, for example, information or images on staff contained within externally circulated publications such as the School Prospectus. Any individual who has good reason for wishing details in such publications to remain confidential should contact the Business and Finance Manager.

## **9. Subject Consent**

The need to process data for normal purposes has been communicated to all staff and students. In some cases, if the data is sensitive, for example information about health, race or gender, express consent to process the data must be obtained.

## **10. Retention of Data**

The school will keep some forms of information for longer than others.

The school has a Records Retention Schedule.

## **11. The Data Controller**

Bishop Rawstone Church of England Academy is the Data Controller under the Act and is therefore ultimately responsible for implementation. However, day to day matters will be dealt with by the Business and Finance Manager.