

Data Protection Procedures

Date	Review Date	Coordinator	Nominated Governor
April 2020	April 2021	Mr C Greenhough	Mike Knight

We will ensure that under the Data Protection Act 1998 all school personnel are able to access their personal data that is held about them. We believe it is our duty to respond to any request of access within 40 days.

We aim to protect the right of school personnel to privacy in line with the Data Protection Act 1998.

We believe that all personal data covered by the Data Protection Act 1998 includes the school admission register, attendance registers, curricular records, assessment data, class lists, reports to parents, disciplinary records, school personnel files, financial information, and strategic and improvement plans.

We aim to fulfil our obligations under the Data Protection Act 1998.

Aims

- To allow all school personnel their right to have access to their personal data.
- To protect all school personnel's right to privacy in line with the Data Protection Act 1998.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB has:<ul style="list-style-type: none">▪ the responsibility to comply with the legal requirements of the Data Protection Act 1998;▪ delegated powers and responsibilities to the Headteacher as 'Data Controller' for the school;▪ nominated a link governor to visit the school regularly to ensure that security procedures are in place and will report back to the GB;▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher/ Data Controller	<ul style="list-style-type: none">• The Headteacher/data controller will ensure:<ul style="list-style-type: none">▪ the school complies with the Data Protection Act 1998 and the eight data protection principles;

Swanwick School & Sports College

	<ul style="list-style-type: none"> ▪ security measures and confidential systems are in place to protect personal data and pupil records; ▪ all personal data is accurate and that inaccurate data is corrected or erased; ▪ that at the beginning of every academic year all school personnel will receive a copy of their personal data; ▪ procedures are in place to deal with requests for access to personal data; ▪ school personnel are aware of their rights; ▪ school personnel are aware of their responsibilities
<p>Role of School Personnel</p>	<ul style="list-style-type: none"> • School Personnel will: <ul style="list-style-type: none"> ▪ follow the safe and confidential system procedures that are in place to protect personal data and pupil records; ▪ receive a copy of their personal data at the beginning of every academic year; ▪ check this data and will inform the Data Controller of any mistakes; ▪ apply in writing for access to their personal data; ▪ comply and respect confidentiality of personal information when involved with interviewing new school personnel; ▪ inform the school and the LA of any changes to their personal data
<p>Data Protection Principles</p>	<ul style="list-style-type: none"> • Personal data must: <ul style="list-style-type: none"> ▪ be processed lawfully; ▪ be obtained and processed for specific and lawful purposes; ▪ be sufficient, appropriate and not excessive in relation to the precise purpose; ▪ be accurate and up to date; ▪ not be kept for a great length of time; ▪ be processed in agreement with the individual's legal rights; ▪ be protected against unlawful processing, accidental loss, destruction or damage; ▪ not be transferred outside the EU unless the rights and freedom of the individual is protected
<p>Security Measures</p>	<ul style="list-style-type: none"> • We work in conjunction with the LA Code of Practice to ensure that computers and servers comply with all up to date Government regulations and are secure with:

Swanwick School & Sports College

	<ul style="list-style-type: none"> ▪ anti-virus software; ▪ fire wall software; ▪ passwords <ul style="list-style-type: none"> • All school personnel are trained to: <ul style="list-style-type: none"> ▪ be discreet and confidential; ▪ consider the safe and secure positioning of computers; ▪ back up data; ▪ turn off computers when not in use; ▪ remember password access; ▪ lock filing cabinets and doors to offices; ▪ shred confidential material; ▪ clear their desk before they leave school
Disclosure of Data	<ul style="list-style-type: none"> • Personal data cannot be disclosed to a third party without the consent of the individual except when it is legally required.
Requests for Access to Data	<ul style="list-style-type: none"> • All requests from school personnel for access to their data must be made in writing on headed note paper and sent to the data controller.
Rights of Individuals	<ul style="list-style-type: none"> • Individuals have rights to: <ul style="list-style-type: none"> ▪ know when their data is being processed, the reason it is being processed and the name of the person or organisation requesting the information; ▪ prevent processing which could be harmful to them or others; ▪ prevent the processing of their performance management records; ▪ go to court to prevent inaccurate data being used; ▪ be compensated if a data controller contravenes the Data Protection Act; ▪ stop data being processed for direct marketing • Individuals are not entitled to: <ul style="list-style-type: none"> ▪ copies of their references; ▪ information on pay reviews; ▪ examination results until they have been released
Grievance Procedure	<ul style="list-style-type: none"> • Any member of the school personnel who disputes any aspect of their personal data with the Data Controller has

Swanwick School & Sports College

	the right to take up the matter under the school's formal grievance procedures.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none">Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher:		Date:	
Chair of Governing Body:		Date:	