

BISHOP'S HATFIELD GIRLS' SCHOOL

DATA PROTECTION

Date of last review:	Spring Term 2016
Date of next review:	Spring Term 2019
School based policy	

Personal Data

All personal data is to be managed in accordance with the Data Protection Act 1998. The school is a Data Controller for the purposes of the Act and has registered with the Information Commissioner.

The school/academy processes personal data to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising, marketing and public relations
- support and manage our employees

This data protection policy covers personal data collected for the above purposes whoever the personal data belongs to.

Data is Personal Data if it relates to an individual and the individual can be identified from that data. It is caught by the act if it is filed, electronically stored or processed.

Types of information processed

The school processes information which may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour.

The school also processes sensitive classes of information which may include:

- Race/ ethnicity
- Religious beliefs or those of a similar nature
- Political views
- Trade Union membership

- Physical or mental health
- Sexual life/orientation
- Commission or alleged commission of any offence or any related court proceedings

Management of Data

The school is responsible for making sure that personal data is managed in accordance with the Data Protection Act. The day to day management of this is designated to the Business Manager but all staff are responsible for ensuring that they read this policy and comply with it and the Data Protection Act 1998. Where a member of staff has particular responsibility for data compliance, they should make sure they understand their role. Staff are made aware that knowingly or recklessly disclosing personal data may be a criminal offence and that internal disciplinary procedures will be followed if a member of staff commits a data breach.

The school will:

- Seek to ensure that no personal data is collected unless it is necessary
- Make sure that appropriate procedures and checks are in place to ensure compliance
- Evaluate the efficacy of the above procedure
- Ensure that explicit consent is given to any collection of sensitive personal data
- Ensure that the school's notification to the ICO is kept up to date
- Make sure that personal data in manual files is stored securely in locked filing cabinets with access restricted to designated members of staff and that electronically held personal data is stored securely, again with access restricted to designated members of staff
- Issue regular reminders to staff and parents/carers to ensure that personal data is up-to-date and accurate.

Disclosure of data

Personal data will only be disclosed to third parties in two circumstances:

- Where the data subject has given consent (or in the case of a child without capacity under the Data Protection Act - ordinarily those under 12 years of age - their parent or carer)
- Where the school is required or permitted by law to disclose it.

The school will take reasonable steps to confirm the identity of a third party requesting personal data.

Where a person wishes to access their own data, they must make a request in writing. The Business Manager will check the identity of the requester and respond within 40 days. The request may be refused in whole or in part if the school has legal grounds not to comply with the request in full. Where a request is turned down reasons for the refusal will be given.

Recruitment

It will be necessary for the school to collect information from candidates applying for a position within the school. The application form will ask for information relevant to the position applied for and the applicant's explicit consent obtained, both for the data revealed by them and for any request which will be submitted to a third party for personal data about the applicant.