



Grace Academy

Data Protection Policy

Policy Reference:	GA-P030
Version:	v0.4
Status:	Operational
Applicable to:	All Academies
Authors:	J. Wood
Checked By:	Board
Valid From	March 2016
Review Date	March 2018

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1 Introduction

Grace Academy believes that all data needs to be held securely, stored safely and only used for the purpose intended. To ensure that that this is the case Grace Academy will comply with:

- The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful;
- information and guidance displayed on the Information Commissioner's Office website <https://ico.org.uk/>;
- registering annually with the Information Commissioners Office.

In addition we will endeavour to follow the following principles to ensure that personal information is:

- Fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate and up to date;
- not kept for longer than is necessary;
- processed in line with your rights;
- secure;
- not transferred to other countries without adequate protection;

Staff and Governors will be trained so that they are aware of the need to follow the requirements of the Data Protection Act. This includes the basics of information, recognising when matters should be considered or given information to enable them to see further advice. Further information can be found at <https://www.youtube.com/watch?v=xtLROEy5-vo&feature=share&list=UUFVNJT2oNNsVr2hY2KYWszQ>.

2 Data Gathering

- All personal data relating to staff, students or other people with whom we have contact, whether held on an electronic device or in paper files, are covered by the Act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

3 Data Storage

- Personal data will be stored in a secure and safe manner.
- Electronic data will be protected by standard password and firewall systems operated by the Academy.
- Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at reception.
- Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.
- Particular attention will be paid to the need for security of sensitive personal data, including the disposal of such information.

4 Data Checking

Grace Academy will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate. Staff should notify the Academy Administration Manager or Staff Welfare Officer of their change of details, such as a change of telephone number. Parents should notify the Academy in writing to ensure data is kept up to date so that the Academy may contact them concerning their child if required.

Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, reasonable steps in the circumstances will be taken to ensure that any recipients are informed of the corrected data.

5 Data Disclosures

Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.

When requests to disclose personal data are received by telephone it is the responsibility of each Academy to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back on a number retained from an independent source, to ensure the possibility of fraud is minimised.

If a personal request is made for personal data to be disclosed it is again the responsibility of each Academy to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.

Requests from parents or students for printed lists of the names of students in particular classes should be politely refused.

Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

Routine consent issues will be incorporated into each Academy's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the Academy.

Personal data will only be disclosed to Police Officers or other authorised personnel within an exemption of the act if they are able to supply a relevant document which notifies of a specific, legitimate need to have access to specific personal data.

A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

6 Subject Access Requests

If an Academy receives a written request from a data subject to see any, or all personal data that the Academy holds about them this should be treated as a legitimate request and the Academy will respond within the recommended 40 day deadline.

7 Reviewing

This policy will be reviewed bi-annually and amended as appropriate. Complaints will be dealt with in accordance with the Academy's Complaints Policy. If following Academy processes, either informal or formal, and you are still dissatisfied you may report your concerns to the Information Commissioners Office (ICO) <https://ico.org.uk/>.