



CUNDALL MANOR SCHOOL

Data Protection Policy

Cundall Manor School is registered under the Data Protection Act 2018 (DPA 2018).

Scope

The School is required to process relevant personal data regarding members of staff, volunteers, applicants, parents, pupils and their siblings, alumni and customers as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

Data Protection Lead

Cundall Manor School has appointed Paul Swalwell as the Data Protection Lead who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the DPA 2018.

The Principles

Cundall Manor School shall so far as is reasonably practicable comply with the Data Protection Principles (the Principles) contained in the Data Protection Act to ensure all data is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection

Definitions

- The School is 'Cundall Manor School Ltd'.
- Parental consent, includes the consent of a guardian.
- Data Subject, an individual who is the subject of the personal data.

Personal Data

Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary or a pupil's attendance record and exam results. Personal data may also include sensitive personal data as defined in the Act.

Processing of Personal Data

Consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

Sensitive Personal Data

The School may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings.

Rights of Access to Information

Data subjects have the right of access to information held by the School. Any data subject wishing to access their personal data should put their request in writing to the DPL. The information will be imparted to the data subject as soon as is reasonably possible after it has come to the School's attention and in compliance with the relevant Acts.

Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

National security and the prevention or detection of crime

The assessment of any tax or duty

Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the school, including Safeguarding and prevention of terrorism and radicalisation

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPL.

Accuracy

The School will endeavour to ensure that all personal data held in relation to all data subjects is accurate. Data subjects must notify the data processor of any changes to information held about them. Data subjects have the right in some circumstances to request that inaccurate information about them is erased. This does not apply in all cases, for example, where records of mistakes or corrections are kept, or records which must be kept in the interests of all parties to which they apply.

Enforcement and Complaints

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the school complaints procedure and should also notify the Data Protection Lead.

Data Security

The School will take appropriate technical and organisational steps to ensure the security of personal data.

All staff will be made aware of this policy and their duties under the Act.

The School and therefore all staff and pupils are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken

against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to all personal data.

An appropriate level of data security must be deployed for the type of data and the data processing being performed. In most cases, personal data must be stored in appropriate systems and be encrypted when transported offsite. Other personal data may be for publication or limited publication within the school, therefore having a lower requirement for data security.

Attention is also drawn to the existence of the Information and Computing Technology (ICT) Acceptable Use Policy, which provides more specific information on digital data protection within the policy.

External Data Processors

The School must ensure that data processed by external processors, for example, service providers, are compliant with this policy and the relevant legislation.

Secure Destruction

When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

Retention of Data

The School may retain data for differing periods of time for different purposes as required by statute or best practices, individual departments incorporate these retention times into the processes and manuals. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

More information can be found in the Retention of Records Policy.

Related Policies & Notices

Privacy Notice
Retention of Records Policy
Induction Policy
ICT Acceptable Use Policy
Parent Contract

Policy Owner: Paul Swalwell, Data Protection Lead

To be reviewed annually

Next Review Date: 01 September 2019

22 November 2018