

Hummersknott Academy Trust



17 - Data Protection Policy

Review Date: March 2018

Adopted/V1	V2						
March 2014	July 16						

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy and procedure applies to all Academies equally.

PURPOSE

Hummersknott Academy Trust collects and uses personal information about staff, students/pupils, parents and other individuals who come into contact with the Academies within the Trust. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the Academies comply with their statutory obligations.

Hummersknott Academy Trust has a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. The Trust also has a duty to issue a Fair Processing Notice to all students/pupils/parents. This summarises the information held on students/pupils, why it is held and the other parties to whom it may be passed on.

SCOPE

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes
3. Personal data shall be adequate, relevant and not excessive
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Personal data shall be kept secure, eg protected by an appropriate degree of security
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection

General Statement

The Trust is committed to maintaining the above principles at all times. Therefore the Trust will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared

- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure our staff are aware of and understand our policy and procedure

Complaints

Complaints will be dealt with in accordance with the Trust's Complaints Policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

Contacts

If you have any enquires in relation to this policy, please contact the Vice Principal, Business and Finance, who will also act as the contact point for any Subject Access Requests.

Further advice and information is available from the Information Commissioner's Office, www.ico.gov.uk.

This policy links with Values 4 – Taking Responsibility and 8 – Moral Compass, of Hummersknott Academy Trust's Vision and Values.

RESPONSIBILITY

This policy will be reviewed and updated where necessary by the Vice Principal of Business and Finance at Hummersknott Academy and approved for adoption by the Finance and Audit Committee.

PUBLICISING THE POLICY

A copy of this policy and related procedure will be available on each Academy's website and the Learning Gateway/intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

POLICY STATUS

This is a statutory policy.