

Data Protection - Policy



Head Teacher		Mr Tim Redgrave	
Chair of Governors		Mrs Emma Safhill	
Date Adopted by Governing Body		September 2020	
Last Review Date	Sept 2020	Date to be reviewed	Sept 2022

Purpose Statement by the Chair of the Governing Body and the Headteacher

In delivering its services Ysgol Esgob Morgan church in Wales will need to collect and process certain types of information about people including school staff, school pupils and suppliers or providers of services to it. All such processing is subject to the General Data Protection Regulation (GDPR) and the more particularly the Data Protection Act 2018. This policy sets out the School's intentions in fulfilling its obligations under this legislation.

The School needs to keep personal information secure, but it goes much wider than appropriate security and requires a comprehensive approach to the collection, use, sharing and retention of personal information, in order to build public confidence. Combined with the reliance on fast changing ICT capabilities and storage of vast amounts of data, it is essential that the School has this overarching document in plain language, which makes clear to the public the School's approach to data protection and data sharing; and explains the rights of the individual in relation to the information we hold about them. Publishing a clear and explicit policy and having the right approach to raising awareness and skills of staff, as they handle personal information, will be regarded as an integral element in promoting trust in the way this School handles the personal data entrusted to it.

We have all been made aware of high profile data breaches, and many will be will be aware of the Information Commissioner's powers to fine authorities up to 10 million euros for severe breaches. Many of the reported breaches are however simply down to human error, such as inputting the incorrect fax number, emailing the wrong recipient or not checking personal data before it is posted, leaving sensitive documents in the car or not checking a person's identity over the phone. These errors can all be avoided by officers and members taking extra care in going about their duties and treating others' personal information, as they would their own. The school's leadership team and Governing Body also have an important role to play in proper oversight of its systems and processes so it makes breaches less likely.

In addition, in respect of any data processing generally, I am pleased to sign off a 'Personal Information Promise' - it is a form of mission statement for the handling of personal information aimed at those whose personal information we hold. If a compliance problem occurs we will reflect on whether we are living up to this promise, and I urge all staff to read this promise as it puts the Data Protection Act 2018 obligations into straightforward language that we can all understand and put into practice.

PERSONAL INFORMATION PROMISE

**We, Mr Tim Redgrave and Ms Emma Safhill,
Chair of Governors and Headteacher, on
behalf of Ysgol Esgob Morgan promise
that we will:**

1. Value the personal information entrusted to us and make sure we respect that trust;
2. Go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
3. Consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
4. Be fair, open and transparent with individuals about how we use their information and who we give it to;
5. Make it easy for individuals to access, correct and request erasure (where we have no reason to retain), of their personal information;
6. Keep personal information to the minimum necessary and delete it when we no longer need it;
7. Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
8. Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
9. Put appropriate resources into looking after personal information to make sure we can live up to our promises; and
10. Regularly check that we are living up to our promises and report to the Governing Body and any external regulators on how we are doing.

Signed:

Dated:

Introduction

Ysgol Esgob Morgan shall at all times comply with its duties under the Data Protection Act 2018 and the rights of privacy and respect for personal and family life set out in Article 8 of the Human Rights Act 1998.

The Data Protection Act 2018 (the Act) places legal obligations on organisations who collect and use personal information and gives individuals certain rights. In addition, there are stricter requirements in the Act in respect of processing 'special category data'. Personal information can be held in any format eg electronic, paper records, CCTV or photographic images and the Act applies, irrespective of how the information is held.

Responsibility for the Act

The School is committed to ensuring all staff and contractors comply with the Act. The School has an appointed Data Protection Officer who is responsible for ensuring compliance with the Act.

There is a separate policy in respect of the Freedom of Information Act. Where a request is received under the FOIA or the EIRs but in fact it falls within the Data Protection regime, the School will automatically channel it through the appropriate policy, as it is required to do, as different exemptions and therefore, different legal rights apply in the circumstances.

Scope

This policy applies to all personal information held in any recorded format such as email, paper, video, CCTV or photographic images and applies to all staff and governing body members who process personal data on behalf of the school. It is a criminal offence to destroy personal information when the purpose of the destruction was to avoid disclosure following a request.

Adhering to the 6 principles of the Act

The Data Protection regime is underpinned by 6 certain fundamental principles, which form a code for the proper processing of personal data. Processing means anything we do with data; such as obtaining, copying, disclosing, altering, retaining or destroying information. If we cannot comply with all these 6 principles, we should not be processing the data. The principles are summarised in the following diagram:

6 DATA PROTECTION PRINCIPLES

1. Personal data must be lawfully, fairly and transparently processed

2. Personal Data shall
and lo

3. Personal data shall be adequate, relevant and limited to what is necessary

4. Personal data must be accurate and up to date

5. Pe
permits

6. Personal data shall be held ensuring appropriate security

