

## **Torquay Girls' Grammar School Policies**

### **Data Protection Policy**

*Reviewed June 2017 for review Autumn Term 2017*

#### **Rationale**

Torquay Girls' Grammar School is committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the DPA.

Torquay Girls' Grammar School needs to process certain information about its staff, pupils and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- The recruitment and payment of staff
- The administration of programmes of study
- The recording of a student's progress
- Agreeing awards
- Collecting fees
- Complying with legal obligations to funding bodies and government

To comply with various legal obligations, including the obligations imposed on it by the Data Protection Act, 1998, Torquay Girls' Grammar School must ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

#### **Compliance**

This policy applies to all staff and pupils of Torquay Girls' Grammar School. Any breach of this policy or of the Act itself will be considered an offence and the school's disciplinary procedures will be invoked.

As a matter of best practice, other agencies and individuals working with Torquay Girls' Grammar School and who have access to personal information, will be expected to read and comply with this policy. It is expected that departments who are responsible for dealing with external bodies will take the responsibility for ensuring that such bodies sign a contract which among other things will include an agreement to abide by this policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments to the DPA and other relevant legislation.

The Code of Practice on Data Protection for Schools gives further detailed guidance and Torquay Girls' Grammar School undertakes to adopt and comply with the CoP.

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### **The Data Protection Act 1998**

This piece of legislation came in to force on the 1<sup>st</sup> March 2000. The DPA regulates the processing of personal data, and protects the rights and privacy of all living individuals (including children), for example by giving all individuals who are the subject of personal data a general right of access to the personal data which relates to them. Individuals can exercise the right to gain access to their information by means of a 'subject access request'. Personal data is information relating to an individual and may be in hard or soft copy (paper/manual files; electronic records; photographs; CCTV images), and may include facts or opinions about a person.

The DPA also sets out specific rights for school students in relation to educational records held within the state education system. These rights are set out in separate education regulations 'The Education (Pupil Information) (England) Regulations 2000'. For more detailed information on these Regulations see the Data Protection Code of Practice (CoP).

### **Responsibilities under the DPA**

Torquay Girls' Grammar School will be the 'data controller' under the terms of the legislation – this means it is ultimately responsible for controlling the use and processing of the personal data.

The School Business Manager of the school is responsible for all day-to-day data protection matters, and she will be responsible for ensuring that all members of staff and relevant individuals abide by this policy, and for developing and encouraging good information handling within the school.

The School Business Manager is also responsible for ensuring that the school's notification is kept accurate. Details of the school's notification can be found on the Office of the Information Commissioner's website ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)).

Compliance with the legislation is the personal responsibility of all members of the school who process personal information.

Individuals who provide personal data to the school are responsible for ensuring that the information is accurate and up-to-date.

Torbay Council's Information Governance Team will be available to provide advice and assistance to the Head.

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### **Data Protection Principles**

The legislation places a responsibility on every data controller to process any personal data in accordance with the eight principles. More detailed guidance on how to comply with these Principles can be found in the CoP. In order to comply with its obligations, Torquay Girls' Grammar School undertakes to:

- 1) *Process personal data fairly and lawfully*

Torquay Girls' Grammar School will make all reasonable efforts to ensure that individuals who are the focus of the personal data (data subjects) are informed of the identity of the data controller, the purposes of the processing, any disclosures to third parties that are envisaged; given an indication of the period for which the data will be kept, and any other information which may be relevant.

- 2) *Process the data for the specific and lawful purpose for which it collected that data and not further process the data in a manner incompatible with this purpose*

Torquay Girls' Grammar School will ensure that the reason for which it collected the data originally is the only reason for which it processes those data, unless the individual is informed of any additional processing before it takes place.

- 3) *Ensure that the data is adequate, relevant and not excessive in relation to the purpose for which it is processed*

Torquay Girls' Grammar School will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained. Forms for collecting data will always be drafted with this mind. If any irrelevant data are given by individuals, they will be destroyed immediately.

- 4) *Keep personal data accurate and, where necessary, up to date*

Torquay Girls' Grammar School will review and update all data on a regular basis. It is the responsibility of the individuals giving their personal data to ensure that this is accurate, and each individual should notify the school if, for example, a change in circumstances mean that the data needs to be updated. It is the responsibility of the school to ensure that any notification regarding the change is noted and acted on.

- 5) *Only keep personal data for as long as is necessary*

Torquay Girls' Grammar School undertakes not to retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means Torquay Grammar School for Girls will undertake a regular

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review of the information held and implement a weeding process when, e.g. pupils or a member of staff leaves the school.

Torquay Girls' Grammar School will dispose of any personal data in a way that protects the rights and privacy of the individual concerned (e.g. secure electronic deletion, shredding and disposal of hard copy files as confidential waste). A log will be kept of the records destroyed.

### *6) Process personal data in accordance with the rights of the data subject under the legislation.*

Individuals have various rights under the legislation including:

- a right to be told the nature of the information the school holds and any parties to whom this may be disclosed
- a right to prevent processing likely to cause damage or distress
- a right to prevent processing for purposes of direct marketing
- a right to be informed about the mechanics of any automated decision taking process that will significantly affect them
- a right not to have significant decisions that will affect them taken solely by automated process
- a right to sue for compensation if they suffer damage by any contravention of the legislation
- a right to take action to rectify, block, erase or destroy inaccurate data
- a right to request that the Office of the Information Commissioner assess whether any provision of the Act has been contravened.

Torquay Girls' Grammar School will only process personal data in accordance with individuals' rights.

### *7) Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of data*

All members of staff are responsible for ensuring that any personal data which they hold is kept securely and not disclosed to any unauthorised third parties.

Torquay Girls' Grammar School will ensure that all personal data is accessible only to those who have a valid reason for using it.

Torquay Girls' Grammar School will have in place appropriate security measures e.g.

- ensuring that hard copy personal data is kept in lockable filing cabinets/cupboards with controlled access (with the keys then held securely in a key cabinet with controlled access)
- keeping all personal data in a lockable room with key-controlled access - password protecting personal data held electronically
- archiving personal data on disks which are then kept securely (lockable cabinet)

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- placing any PCs or terminals, CCTV camera screens etc that show personal data so that they are not visible except to authorised staff.
- ensuring that PC screens are not left unattended without a password protected screen-saver being used.

In addition, Torquay Girls' Grammar School will put in place appropriate measures for the deletion of personal data - manual records will be shredded or disposed of as 'confidential waste' and appropriate contract terms will be put in place with any third parties undertaking this work. Hard drives of redundant PCs will be wiped clean before disposal or if that is not possible, destroyed physically. A log will be kept of the records destroyed.

This policy also applies to staff and pupils who process personal data 'off-site', e.g. when working at home, and in circumstances additional care must be taken regarding the security of the data.

8) *Ensure that no personal data is transferred to a country or a territory outside the European Economic Area unless that country or territory ensures adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data*

Torquay Girls' Grammar School will not transfer data to such territories without the explicit consent of the individual.

This also applies to publishing information on the Internet - because transfer of data can include placing data on a website that can be accessed from outside the EEA - so Torquay Girls' Grammar School will always seek the consent of individuals before placing any personal data (including photographs) on its website.

If the school collects personal data in any form via its website, it will provide a clear and detailed privacy statement prominently on the website, and wherever else personal data is collected.

### **Consent as a basis for processing**

Although it is not always necessary to gain consent from individuals before processing their data, it is often the best way to ensure that data is collected and processed in an open and transparent manner.

Consent is especially important when schools are processing any sensitive data, as defined by the legislation.

Torquay Girls' Grammar School understands consent to mean that the individual has been fully informed of the intended processing and has signified their agreement (e.g. via signing the form) whilst being of a sound mind and without having any undue influence exerted upon them. Consent obtained on the basis of misleading information will not be a valid basis for processing. Consent cannot be inferred from the nonresponse to a communication.

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Torquay Girls' Grammar School will ensure that any forms used to gather data on an individual will contain a statement (fair collection statement) explaining the use of that data, how the data may be disclosed and also indicate whether or not the individual needs to consent to the processing.

Torquay Girls' Grammar School will ensure that if the individual does not give his/her consent for the processing, and there is no other lawful basis on which to process the data, then steps will be taken to ensure that processing of that data does not take place.

### **Subject Access Rights (SARs)**

Individuals have a right to access any personal data relating to them which are held by the school. Any individual wishing to exercise this right should apply in writing to the Head of the school. Any member of staff receiving a SAR should forward this to the Head of the school.

The school reserves the right to charge a fee for data subject access requests (currently £25).

Under the terms of the legislation, any such requests must be complied with within 40 days.

For detailed guidance on responding to SARs, see the CoP.

### **Disclosure of Data**

Only disclosures which have been notified under the school's DP notification must be made and therefore staff and pupils should exercise caution when asked to disclose personal data held on another individual or third party.

Torquay Girls' Grammar School undertakes not to disclose personal data to unauthorised third parties, including family members, friends, government bodies and in some circumstances, the police .

Legitimate disclosures may occur in the following instances:

- the individual has given their consent to the disclosure
- the disclosure has been notified to the OIC and is in the legitimate interests of the school
- the school is legally obliged to disclose the information
- the disclosure is required for the performance of a contract

There are other instances when the legislation permits disclosure without the consent of the individual.

For detailed guidance on disclosures see the CoP.

## ***Torquay Girls' Grammar School Policies***

In no circumstances will Torquay Girls' Grammar School sell any of its databases to a third party.

### **Publication of School Information**

Torquay Girls' Grammar School publishes various items which will include some personal data, e.g.

- internal telephone directory
- event information
- staff information
- list of pupils

It may be that in some circumstances an individual wishes their data processed for such reasons to be kept confidential, or restricted school access only. Therefore it is Torquay Girls' Grammar School policy to offer an opportunity to opt-out of the publication of such when collecting the information.

Staff records appertaining to individual staff will remain of a confidential nature between the Head and the member of staff.

### **E-mail**

It is the policy of Torquay Girls' Grammar School to ensure that senders and recipients of e-mail are made aware that under the DPA, and Freedom of Information Legislation, the contents of e-mail may have to be disclosed in response to a request for information. One means by which this may be communicated will be by a disclaimer on the school's e-mail.

Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any e-mail sent to or from the school may be accessed by someone other than the recipient for system management and security purposes.

### **CCTV**

There are some CCTV systems operating within Torquay Girls' Grammar School for the purpose of protecting school members and property. Torquay Girls' Grammar School will only process personal data obtained by the CCTV system in a manner which ensures compliance with the legislation.

For detailed guidance on CCTV see the CoP.