

CLAVERHAM COMMUNITY COLLEGE



Data Protection Policy September 2017

Approved:

Date:

Reviewed:

Claverham Community College

Data Protection Policy

1. Scope and Purpose of this Policy

1.1 This policy applies to all staff and governors in the handling of data on behalf of and for Claverham Community College.

1.2 This policy will be reviewed every two years by the Governing Body.

1.3 Readers of this policy may also wish to refer to the College's ICT Acceptable Use policy and its Freedom of Information Publication Scheme.

2. Roles & Responsibilities

2.1 The Data Protection Officer is a Senior Manager at the College, they are responsible for: reviewing this policy for presentation to Governors; taking due regard for government, County Council and ICO guidelines regarding the use of data; policy implementation and monitoring including staff training; and, together with the Principal, responding appropriately to any data breaches in the College to ensure that the impact of such is minimised whilst maintaining an open and honest manner in informing the appropriate stakeholders of the breach.

2.2 Certain members of staff have particular responsibilities for data handling and controls as specified in their job descriptions.

2.3 All staff must have due regard to data protection in carrying out their day-to-day work.

3. The Data Protection Act

3.1 The College complies with its duties under the Data Protection Act 1998. The College is registered with the Information Commissioner's Office as a data controller.

3.2 Staff and governors should have due regard to the eight principles of the Act. Data should be:

- fairly and lawfully processed;
- processed for specified purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with the data subjects' rights;
- secure;
- not transferred to countries outside the UK without adequate protection.

4. Data Processing Procedures

- 4.1 The College only holds the data which it deems to be necessary to: facilitate and enhance teaching and learning and pastoral care; ensure the safety of students and staff; and carry out appropriate administration.
- 4.2 Privacy notices are periodically circulated to all staff and students, to inform them that the College holds data on them and who the College may share this information with.
- 4.3 All data that is gathered, whether relating to students, staff or other stakeholders, is kept as up-to date and accurate as possible. Data collection sheets are issued to parents/carers for checking on an annual basis. When the College is informed of a change to personal data, computer and papers records are updated as soon as practical.
- 4.4 All staff and governors have a duty to ensure that data they hold is kept secure. Specific information regarding that can be found in the E-Safety Policy and ICT Acceptable Use Agreement.
- 4.5 The College's data retention schedule is set out in a separate document. Paper copies of personal data will be shredded when no longer needed and electronic copies deleted. Hard drives are securely wiped when being disposed of.
- 4.6 The College will provide any student, parent/carer or member of staff with the copies of the data held about them (or in the case of parents/carers about their child), within 40 days of a written request being received. Such requests will always be reviewed by the Principal to determine the most appropriate response. In the case of students making a request, they will normally be given a copy of their data directly, unless the College feels that the student does not understand the nature of the request in which case this will be discussed with parents/carers, or the data is outside the provision of the Data Protection Act.
- 4.7 Data may be shared with the County Council, DfE and other educational establishments to allow the College to fulfil its statutory obligations, or to enable the transfer of information when a student leaves or joins the College.

5. Distinction between different types of information request

- 5.1 For clarity it should be noted that different types of information requests will be handled according to different policies and in accordance with different legislative acts as follows:

Specific Personal Data – Data Protection Policy / Act (DPA)

Environmental Matters (including Health and Safety aspects) – Environmental Information Regulations (EIR)

Any other requests – Freedom of Information Act (FoI)

PRIVACY NOTICE

Claverham Community College processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

We hold and use your information to support your teaching and learning, monitor and report on your progress, provide you with pastoral care and to assess how well the school is doing.

The information we hold includes your contact details, national curriculum assessment results, attendance information, your ethnic group, special educational needs and any relevant medical information.

If you are enrolling for post-14 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us details of any learning you have done in the past or any qualifications you have.

We will not give information about you to anyone outside the school without your permission unless the law and our policies permit it. We are required by law to pass some of your information to East Sussex County Council and to the Department for Education (DfE).

YOUTH SUPPORT SERVICES

Once you are aged 13 or over, the law requires us to pass on certain information about you to the provider of Youth Support Services in your area. This is East Sussex County Council's Youth Support Services, who have responsibilities in relation to the education or training of all young people aged 13 to 19.

We have to pass on your name, address and date of birth and your parent's or carer's name and address and other information that the Youth Support Services need to provide their services.

Your parent or guardian can ask that no information apart from your name, address and date of birth be passed to the Youth Support Services by informing Mrs Pry, in writing. Once you reach the age of 16 you can make this request yourself.

If you want more information about youth support services in East Sussex, please contact East Sussex County Council. Their website and contact details are given below. You can also see more information about young people's services on the DirectGov Young People page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We may also share personal information relating to children age 16 and over with post 16 education and training providers in order to secure appropriate services for them.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU

Claverham Community College

If you want to see a copy of the information we hold and share about you then please contact the PA to the Principal, Mrs Pry.

East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

www.eastsussex.gov.uk/dataprotection

If you are unable to access this website, please contact:

Information Governance Officer

Children's Services


East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

 01273 335645

 CS.DPA@eastsussex.gov.uk

 www.eastsussex.gov.uk

Department for Education

If you need to know more about how the DfE collects and uses your information please see their website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

HYPERLINK

"<http://www.direct.gov.uk/en/You/https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>