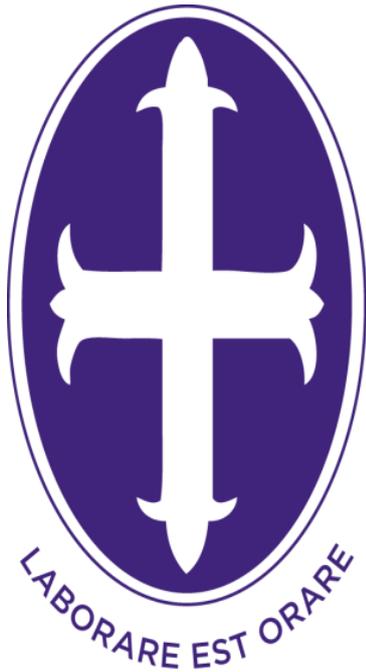


ST HILDA'S
CE HIGH SCHOOL

Data Protection Policy

Date policy prepared: 18th June 2018
Governor Committee: Policy committee 20th June 2018
Date ratified by governing body: 21st June 2018
Policy reviewed by: LN / DPO
Date for next review (annual/2 yearly): June 2020



ST HILDA'S

CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>The policy is designed to establish the high standards we require when dealing with the protection of data and help colleagues maintain these standards in line with GDPR. (General Data Protection Regulations)</p> <p>The key principal of the policy is to protect data and to treat everyone fairly and consistently in terms of data held by school as the Data Controller, and in line with our values.</p>				

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1. Introduction

- 1.1. St Hilda's CE High School is required to keep certain personal data about its staff and students in order to fulfil its purpose and to meet its legal obligations to funding bodies and government. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the School must comply with the Data Protection Principles which are set out in the Data Protection Act 2018.

2. Principles

- 2.1. Personal data will be obtained and processed Lawfully, fairly and in a transparent manner for specified purposes and shall not be processed in any manner incompatible with those purposes of:-
 - Education
 - Educational Support and Ancillary Purposes
 - School Administration
 - Staff, Agent and Contractor Administration
 - Advertising, Marketing, Public Relations, General Advice Services
 - Crime Prevention and Prosecution of Offenders
 - within the legislation
- 2.2. The data will be adequate, relevant and not excessive. The data will be accurate and kept up to date and will be processed in accordance with the data subject's rights under the Data Protection Act 2018.
- 2.2. Personal data will not be kept for longer than is necessary for that purpose and will be kept secure from unauthorised access, accidental loss or destruction and in line with the schools retention schedule.
- 2.3. Personal data will be processed in a manner that ensures appropriate security of the data
- 2.4. Personal data will not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.
- 2.5. The school and all staff who process or use personal information must ensure that they follow these principles at all times.

3. Policy Status

- 3.1. Any breach of this policy will be taken seriously and may result in formal action being taken. Any member of staff, school governor or student who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with the Data Manager, as soon as possible in the first instance.

4. Notification of Data Held and Processed

- 4.1. All staff, school governors, students and other users are entitled to be informed about how their personal information is to be processed which includes:
- What the information is being collected and for what purpose
 - The legal basis for the processing of the data.
 - how to gain access to the information and other rights contained within the DPA 2018 which also includes contact details for the Information Commissioner if you are not satisfied with how your request or personal information is being processed
 - Be informed how to keep it up to date.
 - who the information is to be shared with

For further information, please see our privacy notices on the website.

Students –

<http://www.st-hildas.co.uk/wp-content/uploads/2018/06/Privacy-Notice-For-Pupils.pdf>

Workforce -

- <http://www.st-hildas.co.uk/wp-content/uploads/2018/06/St-Hildas-CE-Workforce-Privacy-Notice-June-18.pdf>

5. Responsibilities of Staff and Students and Governors

- 5.1. All staff and students are responsible for:
- Checking that any personal data that they provide to the school is accurate and up to date.
 - Informing the school of any changes to information which they have provided. If, as part of their responsibilities, staff collect information about staff and/or students, they must comply with the Policy.

6. Data Security

- 6.1. The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. All staff and school governors are responsible for ensuring that:
- Any personal data which they hold is kept secure.
 - Personal information is not disclosed either orally, in writing, electronically, or otherwise to any unauthorised third party.
 - Report any data breaches as soon as they become aware of any incidents
 - personal data or images relating to students (or staff) are processed in line with the Data Protection Act 2018 and the relevant school protocols relating to images
 - other schools protocols relating information security are followed such as the acceptable use policy.
 - They undertake relevant training in relation to their obligations under DPA 2018

7. Rights to Access Information

7.1. Staff and students have the right to access any personal data that is held about them which includes electronic records and systems and manual filing systems. Any person who wishes to exercise this right should make the request in writing to the Business Manager. The Data Protection Officer is Chris Walsh and he can be contacted at DPO@liverpool.gov.uk

7.2. The school aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within one month of receipt of a request unless there is information being requested is complex and voluminous. In such cases, the reason for delay will be explained in writing to the individual making the request and the expected timescale for the information to be sent (which could involve a further two months).

8. Publication of School Information

8.1. In terms of information that is already in the public domain, which would include, for example, information or images on staff contained within externally circulated publications such as the school prospectus any individual who wishes the images to be removed can make such a request and the school if able will remove such images. In terms of publications from the school the privacy notice indicates how such information is to be used

9. Retention of Data

9.1. The school has a Records Retention Schedule which outlines specifically how long specific information legally has to be kept therefore if students or staff request that their information be deleted the request will be responded to with reference to the schools legal obligations.

10. The Data Controller

10.1. St Hilda's CE High School is the Data Controller under the Act and is therefore ultimately responsible for implementation. However, the Data Manager will deal with day-to-day matters.