



Data Protection Policy

September 2014 – September 2017



1. General statement

- The Sidney Stringer Multi Academy Trust, Local Governing Bodies and Head Teachers / Principals of each of the establishments in this MAT, intend to comply fully with the requirements and principles of the Data Protection Act 1998, Human Rights Act 1998, and Freedom of Information Act 2000 in relation to the management of personal data in the school. This policy statement relates to Ernesford Grange Community Academy, as part of the Sidney Stringer MAT.
- Sidney Stringer Academy will endeavour to ensure that all processing is appropriately registered/notified and will review and update notified entries.
- All staff involved with the collection, processing and disclosure of personal data will be made aware of their duties and responsibilities within these guidelines.
- Staff deliberately acting outside their recognised authority may be subject to appropriate disciplinary proceedings.
- It is recognised that other legislation (for example the Crime and Disorder Act) may override Data Protection law.

2. Enquiries and information

Enquiries about this policy should be made to the School Business Manager, who can also provide further information about school procedures. The registered purposes for processing personal information, as recorded for notification by the school, are available by appointment for inspection in the school. Explanation of the entries registered is available from the School Business Manager or the Principal, who is the person nominated to deal with data protection issues.

3. Fair obtaining

The school undertakes to obtain information fairly and lawfully by informing all data subjects of the reasons for its collection, the purposes for which the data will be held, where possible the likely recipients, and the data subject's rights of access. Information about the use of personal data is printed on the appropriate collection forms. Where details are given in person or by telephone the staff member collecting the details will advise on how those details will be used.

4. Data uses and processes

The school will not use or process personal information that contravenes its statutory or registered/notified purposes.



Any new purposes for data processing introduced will, where appropriate, be notified to the individual and, if required by law, their consent will be sought. A copy of the up to date notification/registration will be kept at the school for inspection purposes.

In general the school will only process data with the subject data's consent (or with the consent of parents/carers acting on behalf of their child). There may be exceptions as outlined in Schedules 2 and 3 of the Data Protection Act where processing is necessary, for example for the school to comply with its other legal obligations or to protect the vital interests of the data subject.

Only authorised and properly instructed staff are allowed to make external disclosures of personal data. Data used within the school should be made available to staff only if they need to know for their work in the school.

5. Data integrity

- The school will not collect data from individuals that is excessive or irrelevant in relation to the registered/notified purpose(s). Details collected will be adequate and no more. Information collected that becomes irrelevant or excessive will be deleted.
- Information will only be held for as long as is necessary for the registered/notified period, after which the details will be deleted.
- Data held will be accurate and up-to-date as is reasonably possible. If a data subject informs the school of a change of circumstances their record will be updated as soon as possible. Information received from a third party will be recorded as such.
- Where a data subject challenges the accuracy of their data, and it cannot be updated immediately, or where the new information needs to be checked for accuracy and validity, a marker will be placed on the "challenged" record indicating the nature of the dispute or delay. The school will try to resolve issue informally and amicably with the individual but if this is not possible any disputes will be referred to the Local Governing Body.

6. Security

The school undertakes to ensure the security of personal data to prevent unauthorised individuals and staff from gaining access to personal information.

Physical security

- The school building has appropriate security - including an alarm system and CCTV
- Access to the school offices and rooms where personal data systems are kept is controlled
- The school has secure storage/ filing systems and locked cabinets



- Computer back up tapes are stored in secure cabinets and are entered in a security log
- Personal data must not be held on Laptop computers - on site or off site

Logical security

- The school network and data systems offer password protection and controls for electronic access of information
- Password changes are made regularly
- All staff are required to log off the network when leaving their PC for any length of time

Procedures and protocols

- Only authorised staff have access personal data records, and access rights are issued appropriate to the position held in the school
- The school has protocols for the removal and transfer of personal data from its normal storage area, including transfer within the school and removal off-site
- All staff are made aware of their responsibilities for data protection and for general security matters and their knowledge is updated as required
- Redundant data is destroyed in accordance with the school's procedures for disposing of confidential materials

7. Subject access / subject information requests

- Any person whose details are held/processed by the school (data subjects) have a general right to receive a copy of their own information. There are a few exceptions to this rule, such as data held for child protection or crime detection/prevention purposes.
- The school will respond in writing to requests for access to student records within **15 school days** and for all other types of record within the 40 days allowed by the Data Protection Act.
- The school's policy for dealing with requests for subject access in respect of a student is :

Requests from parents/legal guardians in respect of their own child will, provided that the child does not understand the nature of the subject access requests, be processed as requests made on behalf of the data subject (child)



Requests from students who **do not** understand the nature of the request will be referred to the child's parents

Requests from students who demonstrate an understanding of the nature of their request will be processed as any subject access request as outlined below

The data controller (The Principal) will make the judgement about whether a child has the necessary level of understanding, and will seek guidance from the Information Commissioner and/or City Council in the event of a dispute.

- A subject access/information request should be submitted on the appropriate forms wherever possible to ensure that the school has the required information to be able to conduct a data search and fulfil the request. (See below)
- Where information is not available from the school but is processed by the Local Authority (such as admissions and transfers) the requests will be directed to the appropriate officer.
- In some cases, especially with requests not submitted on the appropriate forms, further information may need to be required from the requester which may delay the start of the 40 day maximum period.
- Repeat requests will be fulfilled unless deemed unreasonable, such as second request received so soon after the first that it would be impossible for the details to have changed.
- The school will charge a fee for providing copies of educational records. Further details about charges can be obtained from the Principal.
- **Complaints and appeals**

Complaints, disputes or challenges as described above should first be taken up with the Principal (Data controller) or an authorised person acting on his/her behalf.



**Sidney Stringer Academy
Subject Access Request Form**

Section 1

This form is used by SSA to help you to receive information we hold and process about you, the data subject (the term used for the person whose information is held by the school).

Please complete the form as fully as possible - if you do not it could make it difficult for us to process your request.

If you are applying on behalf of another person, with their consent, **please include proof of your right to do so**. If you need help completing this form please contact the school on 024 7625 1756.

Data subject's name: _____

Address: _____

Post code: _____

Previous address if you have moved since your details were given to the school:

Post code: _____

Section 2

(Please tick)

Are you the data subject named above?	Yes	No	If yes please proceed to section 4
Are you the parent / carer of the child pursuing your separate right to access your child's official educational records.	Yes	No	If yes please proceed to section 4
Are you the parent / carer of the child and acting on behalf of a child does not understand the nature of their own access rights	Yes	No	If yes please proceed to section 3
Are you acting on behalf of the person named above	Yes	No	If yes please proceed to section 3

Section 3 If you are acting on behalf of the data subject



Do you have written permission?	Yes	No	If yes please attach a copy and proceed to section 3.a
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3.a Please complete the following declaration

I(Applicant) declare that **I am an agent** acting on behalf (the data subject) with their full knowledge and written consent (enclosed), or on behalf of a child who does not understand the nature of the request and I am acting in their interest. I will only disclose the information to the data subject except with further authorisation from them.

Signed Agent / Parent
Now complete the details overleaf

3.b Details about the agent

Agent's name _____

Address _____

_____ Post code _____ Tel _____

Section 4

Please state in your own words what information you require, include details of any reference numbers given to you like payroll or client numbers, or reasons why you believe the school has your personal information in its files.
