



The Collegiate Trust
Exceptional Education for All

DATA PROTECTION POLICY

Lead	COO
Approved by TCT	November 2019
Next Review	November 2021

DATA PROTECTION POLICY

1. Introduction

- 1.1 The *General Data Protection Regulation* (GDPR) will take effect on 25th May 2018. All academies within our Trust comply with GDPR, and this Policy outlines the approaches we take to ensure this. This Policy sets out the manner in which personal data of staff, students and other individuals is processed fairly and lawfully.
- 1.2 Each Academy in the Trust collects and uses personal information about staff, students, parents or carers and other individuals who come into contact with one of our academies. This information is gathered in order to enable the Trust to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the trust complies with its statutory obligations.
- 1.3 *The Collegiate Trust* (hereafter referred to as *TCT* or *the Trust* and always meaning the Trust collectively and each academy within the Trust) is a *Data Controller* and must therefore comply with the *Data Protection Principles* in the processing of personal data, including the way in which the data is obtained, stored, used, disclosed and destroyed. The Trust must be able to demonstrate compliance. Failure to comply with the principles exposes the academy and staff to civil and criminal claims and possible financial penalties.
- 1.4 To view details of the Trust's purpose for holding and processing data, and to view the Data Protection Register, go to:

<https://ico.org.uk/esdwebpages/search>

The Trust's registration number is **ZA181155**. This registration is renewed annually and updated as and when necessary.

2. Aim

This Policy will ensure:

- TCT processes personal data fairly and lawfully and in compliance with the Data Protection Principles
- all staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities under this policy
- that the data protection rights of those involved in the Trust community are safeguarded
- confidence in the Trust's ability to process data fairly and securely.

3. Scope

This Policy applies to:

- Personal data of all Trust employees, governors, students, parents and carers, volunteers and any other person carrying out activities on behalf of TCT.
- The processing of personal data, both in manual form and on computer.
- All staff, governors, directors and members.

4. The Data Protection Principles

a. The Trust will ensure that personal data will be:
processed fairly, lawfully and in a transparent manner

- collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed

- accurate and, where necessary, kept up to date
 - kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
 - processed in a way that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- b. The Trust will be able to demonstrate compliance with these principles.
- c. The Trust will have in place a process for dealing with the exercise of the following rights by Governors, staff, students, parents and members of the public in respect of their personal data:
- to be informed about what data is held, why it is being processed and who it is shared with
 - to access their data
 - rectification of the record
 - to erasure
 - to restrict processing
 - to object to processing
 - not to be subject to automated decision-making, including profiling.

5. Roles and Responsibilities

- 5.1 The Local Governing Body (LGB) of each Academy and the Principal are responsible for implementing good data protection practices and procedures within the Academy and for compliance with the Data Protection Principles.
- 5.2 It is the responsibility of all staff to ensure that their working practices comply with the Data Protection Principles. Disciplinary action may be taken against any employee who breaches any of the instructions or procedures forming part of this policy.
- 5.3 The Data Protection Officer (DPO), will have responsibility for all issues relating to the processing of personal data and will report directly to the Principal.
- 5.4 The DPO will comply with responsibilities under the GDPR and will deal with subject access requests, requests for rectification and erasure, data security breaches. Complaints about data processing will be dealt with in accordance with each Academy's Complaints Policy.

6. Data Security and Data Breach Management

- 6.1 All staff are responsible for ensuring that personal data which they process is kept securely and is not disclosed to any unauthorised third parties.
- 6.2 Access to personal data should only be given to those who need access for the purpose of their duties.
- 6.3 All staff will comply with the *Acceptable IT Use Policy*.
- 6.4 Staff who work from home must have particular regard to the need to ensure compliance with this Policy and the *Acceptable IT Use Policy*.
- 6.5 Data will be destroyed securely in accordance with the *Information and Records Management Society Retention Guidelines for Schools*.
- 6.6 New types of processing personal data including surveillance technology, which are likely to result in a high risk to the rights and freedoms of the individual, will not be implemented until a *Privacy Impact Risk Assessment* has been carried out.
- 6.7 The Trust will have in place a data breach security management process and serious breaches where there is a high risk to the rights of the individual will be reported to the Information Commissioner's Office (ICO) in compliance with the GDPR.
- 6.8 All staff will be aware of and follow the data breach security management process.

6.9 All staff will be aware of and comply with the list of **Do's** and **Don'ts** in relation to data security in *Appendix A*.

7. Subject Access Requests

7.1 Requests for access to personal data (Subject Access Requests (SARs)) will be processed by the Data Protection Officer. Those making a SAR will be charged a fee in accordance with Regulations. Records of all requests will be maintained.

7.2 The Trust will comply with the statutory time limits for effecting disclosure in response to a SAR, which is one calendar month from the date of the request.

8. Sharing data with third parties and data processing undertaken on behalf of the Trust.

8.1 Personal data will only be shared with appropriate authorities and third parties where it is fair and lawful to do so. Any sharing will be undertaken by trained personnel using secure methods. Where a third party undertakes data processing on behalf of the Trust, e.g. by providing cloud based systems or shredding services, the Trust will ensure that there is a written agreement requiring the data to be processed in accordance with the Data Protection Principles.

9. Ensuring compliance

- i. All new staff will be trained on the data protection requirements as part of their induction.
- ii. Training and guidance will be available to all staff.
- iii. All staff will read the *Acceptable IT Use Policy*.
- iv. The Trust advises students whose personal data is held, the purposes for which it is processed and who it will be shared with. This is referred to as a *Privacy Notice* and is available on the Trust website.
- v. The Trust also provides a Privacy Notice to staff, which is available on the Trust website.
- vi. The Trust will ensure Privacy Notices contain the following information:
 - Contact for Data Protection Officer
 - Purpose of processing and legal basis.
 - Retention period
 - Information sharing
 - Right to request rectification, erasure, to withdraw consent, to complain, or to know about any automated decision making and the right to data portability where applicable.

10. Photographs, Additional Personal Data and Consents

10.1 Where an Academy seeks consents for processing person data, such as photographs at events, it will ensure that appropriate written consents are obtained. Those consent forms will provide details of how the consent can be withdrawn.

10.2 Where the personal data involves a child under 16 years, written consent will be required from the adult with parental responsibility.

Staff MUST:

- ✓ get the permission of your manager to take any confidential information home
- ✓ use remote access or Trust provided / approved cloud storage wherever possible. Files should only be transported on encrypted memory sticks / removable storage as a last resort transport information from the academy on secure computing devices (i.e. encrypted laptops and encrypted memory sticks). Wherever possible, avoid taking paper documents out of the academy
- ✓ use secure, portable computing devices such as encrypted laptops and encrypted USB memory sticks when working remotely or from home
- ✓ ensure that any information on USB memory sticks is securely deleted off the device, or saved on an academy shared drive
- ✓ ensure that all paper based information that is taken off premises is kept confidential and secure, ideally in a sealed envelope which indicates a return address if misplaced
- ✓ ensure that any confidential documents that are taken to your home are stored in a locked drawer
- ✓ ensure that paper based information and laptops are kept safe and close to hand when taken off premises
- ✓ never leave them unattended. Particular care should be taken in public places (e.g. reading of documentation on public transport)
- ✓ ensure that when transporting paper documentation in your car that it is placed in the boot (locked) during transit
- ✓ return the paper based information to the academy as soon as possible and file or dispose of it securely
- ✓ report any loss of paper based information or portable computer devices to your line manager immediately
- ✓ ensure that emails sent to external addresses which contain confidential or sensitive material are sent using encrypted methods
- ✓ ensure that all postal and e-mail addresses are checked to ensure safe dispatch of information. When sending personal information by post the envelope should clearly state 'Private – Contents for Addressee only'
- ✓ ensure that when posting/emailing information that only the specific content required by the recipient is sent.
- ✓ use pseudonyms and anonymise personal data where possible
- ✓ ensure that access to SIMS (or equivalent) is restricted to appropriate staff only, that leavers are removed in a timely manner and that generic user names such as 'Sysman' are disabled

Staff MUST NOT:

- ❖ **under any circumstances** use any form of memory stick, portable hard drive or unencrypted devices such as laptops, mobile phones, tablets
- ❖ **under any circumstances** take confidential information to an entertainment or public place such as a pub or cinema, whether held on paper or an electronic device. Any information must be taken to the destination directly and never left unattended during the journey.
- ❖ unnecessarily copy other parties into e-mail correspondence.
- ❖ e-mail documents to your own personal computer.
- ❖ store work related documents on your home computer.
- ❖ leave personal information unclaimed on any printer or fax machine.
- ❖ leave personal information on your desk overnight, or if you are away from your desk in meetings.
- ❖ leave documentation in vehicles overnight.

- ❖ discuss case level issues at social events or in public places.
- ❖ put confidential documents in non-confidential recycling bins.
- ❖ print off reports with personal data (e.g. pupil data) unless absolutely necessary.