

	<b>POLICY TITLE:</b>	<b>Data Protection</b>
<b>Kingsmead Academy T/A Kingsmead School</b>		
<b>Committee/Person Responsible for Policy:</b>		Business Manager Finance & Strategic Development
<b>Date Approved by Governing Body:</b>		March 2017
<b>Date of Last Review:</b>		Spring 2017
<b>Next Review Due:</b>		Autumn 2018

The principles of this policy are based on the Core Values of Kingsmead School.

#### CARE

Kingsmead School will take due care and attention with personal data obtained from the whole school community.

#### RESPECT

Kingsmead School respects the rights of individuals whose data has been collected that their data will be kept securely and treated lawfully.

#### DETERMINATION

Kingsmead School will abide by this policy with all information obtained,

### 1. INTRODUCTION

Kingsmead School is committed to meeting its obligations as a Data Controller under the Data Protection Act 1998 both in terms of ensuring proper procedures for the use of personal data and in terms of meeting the rights of individuals under the Act.

### 2. POLICY STATEMENT

Kingsmead School needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include students, parents, guardians, staff, governors, suppliers and others with whom it communicates. In addition, it is required by law to collect and use certain types of information to comply with the requirements of government departments.

This personal information must be dealt with properly and securely regardless of what method is used for its collection, recording or use – whether this is paper or electronically. There are safeguards to ensure that the processing of such information is carried out in a proper fashion and these are contained in the Act.

This policy does not seek to convey the whole legislation to its readers, rather to acquaint them with the main provisions and to demonstrate that Kingsmead

School has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from Somerset County Council's Data Protection Officer.

Kingsmead School regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions and to maintaining confidence between those with whom we deal and ourselves. We ensure that our school treats personal information lawfully and fairly.

### **3. OUR DATA PROTECTION STANDARDS**

Kingsmead School will, through appropriate management and adherence to agreed procedures:

- Observe fully the conditions relating to the fair collection and use of personal information
- Meet its legal obligations to specify the purposes for which the information is used
- Collect and process appropriate information but only that which is necessary to its operational needs or meet its legal requirements
- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity
- Ensure that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong
- Take appropriate technical and organisational measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards

### **4. MANAGEMENT ARRANGEMENTS**

Kingsmead School will ensure that:

- The Business Manager holds specific responsibility for data protection within the school
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised

- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are regularly assessed and evaluated
- Data is available in other formats if requested for example: information on disc, information translated into other languages
- Applicants who are unable to frame their request in writing are assisted