



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Data Protection Policy  
January 2015**

# **Chesterton 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 Chesterton 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 school's ICT Acceptable Use policy and its Freedom of Information policy.

### **2. Roles & Responsibilities**

2.1 The Data Protection Officer is a Senior Manager. He/she is responsible for: reviewing this policy for presentation to Governors; taking due regard for government, County Council and EPM guidelines regarding the use of data; policy implementation and monitoring including staff training; and, together with the Headteacher, responding appropriately to any data breaches in the school 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 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 school complies with its duties under the Data Protection Act 1998. The school 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 school 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 school holds data on them and who the school 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 school 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 ICT Acceptable Use Policy.

4.5 The school's data retention policy 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 school 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 Headteacher 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 school 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 schools to allow the school to fulfil its statutory obligations, or to enable the transfer of information when a student leaves or joins the school.

## **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 (FoI)