

General Data Protection Policy

Policy Statement

Eaton House Schools is fully committed to prepare for and, after 25 May 2018, to comply with the General Data Protection Regulation (GDPR). Eaton House Schools collects and processes data relating to employees, pupils, parents and contractors and is committed to safeguarding the individuals privacy and protecting the personal data collected. It sets out principles which should be followed by all who process data and it gives new and extended rights to those whose data is being processed.

Principles of Data Protection

Eaton House School endorses fully and adheres to the six principles of data protection, as set out in Article 5 of the GDPR.

1. Data must be processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
4. Data must be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
5. Data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Data must be processed in a manner 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.

These principles must be followed at all times when processing or using personal information. Through appropriate management and strict application of criteria and controls, Eaton House Schools will;

- Observe fully the conditions regarding the fair collection and use of information including the giving of consent
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information only to the extent that it is needed to fulfil our operational needs or to comply with any legal requirements
- Ensure information is kept up to date
- Ensure that information is held for no longer than is necessary
- Ensure that the rights of individuals whom information is held can be fully exercised under GDPR (right to be informed that processing is being undertaken, to access one's personal information, to rectify and erase) Please note the school must also abide to the law relevant to safeguarding, employment and health and safety
- Take appropriate technical and organisational security measures to safeguard personal information

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- Abide by individual's right to appeal or complain to the supervisory authority (the Information Commissioner's Office (ICO)) in the event that agreement cannot be reached in a dispute regarding data protection

Transferring of Information Abroad

Eaton House Schools does not transfer personal data outside the EU.

Staff Responsibilities

All staff are responsible for;

- Checking that any information that they provide to Eaton House Schools in connection with their employment is accurate and up to date
- Informing Eaton House Schools of any changes to information that they have provided, eg. change of address, either at the time of appointment or subsequently. Eaton House Schools cannot be held responsible for any errors unless the employee has informed the school of such changes.
- A copy of personal data is sent to each member of staff at the start of each academic year. This will allow staff to check that all information is correct and to update info in the database system eg. telephone numbers. Staff are required to check this information carefully and inform HR by the set date confirming either that the information is correct or incorrect and to provide the updated information.
- Anyone working for or acts on behalf of the school must be aware of and comply with the Data Protection Policy and the Privacy Notice which provides further information about how personal data about individuals will be used.

Data Security

All staff are responsible for ensuring that;

- Any personal data that they hold is kept securely and processed securely
- Personal information is not disclosed either orally or in writing or via web pages or by any other means accidentally or otherwise, to any unauthorised third party

Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases. School procedures must be followed. Personal information should be kept in a locked filing cabinet if it is in paperwork format. Computerised format should be restricted allowing access only to authorised persons. Both local hard drive and on a network drive should be password protected and regularly backed up. Staff should always ensure that their computers are locked when they are not at their desks. No removable storage devices or paper copies containing personal data are permitted to be taken off the school premises.

Disaster Recovery

Eaton House Schools backs up data daily offsite. Backups are verified regularly by the software and system supplier. Firewalls and virus checks are kept up to date and running, and users are trained in virus avoidance and detection. Computers are protected from physical harm, theft or damage. Eaton House plans for how to deal with loss of electricity, external data links, server failure and network problems.

Subject Consent

The GDPR sets a high standard for consent and requires a positive opt-in. As well as keeping evidence of any consent, the organisation ensures that people can easily withdraw consent (and tells them how this can be done).

It should be noted, however, that consent is only one of the lawful bases on which data processing depends. In brief, the others include the following.

- Contract: if processing someone's personal data is necessary to fulfil the organisation's contractual obligations to them.
- Legal obligation: if processing personal data is necessary to comply with a common law or statutory obligation.
- Vital interests: not one that will occur often as it refers to processing personal data to protect someone's life.
- Legitimate interests: the most flexible lawful basis for processing and one which applies when data is used in ways people would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.

Note that the GDPR provides for special protection for children's personal data and the organisation will comply with the requirement to obtain parental or guardian consent for any data processing activity involving anyone under the age of 16.

Subject Access

An employee or parent may request details of personal information which the organisation holds about him or her under GDPR. If an individual would like a copy of the information held on him or her, they should write to Elisabeth Milton, Compliance Manager, emilton@eatonhouseschools.com. A data subject request for will need to be completed. The requested information will be provided within one month of the date of receipt of the request and that there will normally be no charge of a fee unless the request proves to be "manifestly unfounded, excessive or repetitive". If the school does find it necessary to charge a fee, it would be based on the administrative cost of providing the information.

Data Accuracy and Security

The school will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. In relation to staff, individuals must please notify the HR department of any changes to information held about them. In relation to pupils, parents/carers must inform the child's form teacher and Data Manager, tmilton@eatonhouseschools.com. In both instances by e-mail.

An individual has the right to request that any inaccurate or out-of-date information about them is erased or corrected. There are exemptions to this which falls under the law.

The school will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems. All staff and Directors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

Queries and Complaints

Any comments or queries on this policy should be directed to Elisabeth Milton, Compliance Manager, emilton@eatonhouseschools.com.

If an individual believes that the school has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the school Complaints Procedure and should also notify the school office. A complaint can be lodged with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.