

Title:	Data Protection Policy		
Ref.:	GDPR2	Rev.:2	Date: May 2018

# Data Protection Policy

Rev.	Date	Amendment	Approved By:	Authorised By:
3	May 2018	Revision to include references to GDPR	DPO	JL
1	Sept 2015	Minor wording changes in line with the Act & new logo	BA	RU

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## 1 Policy Summary

Yateley Manor is registered with the Data Protection Registrar under the Data Protection Act (1998). All schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website.

Schools also have a duty under the General Data Protection Regulations ("GDPR") to issue a Privacy Notice to all pupils/parents/Staff; this summarises the information held on pupils, families and employees, why it is held and the other parties to whom it may be passed on.

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 2018, General Data Protection Regulations and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

This policy should be read in conjunction with the Yateley Manor: Data Privacy Notice.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

## 2 School Policy

The School's policy is that Personal Data is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant, and not excessive
- accurate
- Kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area (EU countries plus Norway and Iceland) without adequate protection

The school is committed to maintaining the above principles at all times. Therefore the school will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely

Title:	Data Protection Policy		
Ref.:	GDPR2	Rev.:2	Date: May 2018

- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure our staff are aware of and understand our policies and procedures

## 2.1 Access to Personnel Files

All members of staff are able to see their personnel file within one month of submitting a subject access request to the Data Protection Officer.

All documents and computer-held data will be available; this includes confidential references from, or to, other employers.

## 2.2 Access to Pupil files

All parents are able to see their child's file within one month of submitting a subject access request to the Data Protection Officer. All documents and computer-held data will be available except those supplied in confidence, where this is permitted by legislation (e.g. child protection matters).

All pupils are able to see their own file within one month of submitting a subject access request to the Data Protection Officer, unless it is obvious that they do not know what they are asking for.

All documents and computer-held data will be available except those supplied in confidence, where this is permitted by legislation (e.g. child protection matters), or any records that would be likely to cause serious harm to their physical or mental health or that of anyone else - including anything which suggests that they are, or have been, either the subject of, or at risk of, child abuse.

## 2.3 Arrangements to ensure confidentiality of relevant data

All documents and data produced with Yateley Manor and intended to be confidential will be designated "IN CONFIDENCE" at the start of the document and will be signed by an individual, not the organisation.

All documents held by Yateley Manor School and marked as confidential will be stored in a separate file.

Where data, such as the Child Protection Book, is subject to its own legislation which stipulates non-disclosure, there will be no right of access other than to those who are legally entitled.

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## Security of Data

All members of staff are made aware through this policy of the need to keep data secure. Staff should:

- Ensure that documents and paper files are, where they concern individual's data, kept securely so that there is no unauthorised access
- Ensure that where data concerning individuals is kept on computer security is maintained by logging off, or locking work stations, when they are not being worked on.
- Process all data, whether written or on computer, in accordance with the principles outlined at the start of this document
- Be aware that individuals have the right to see their own files and reports written for external agencies such as senior schools and CAFCASS.

## Contacts

If you have any enquires in relation to this policy, please contact the Data Protection Officer, [dataprotection@yateleymanor.com](mailto:dataprotection@yateleymanor.com) who will also act as the contact point for any subject access requests.

Further advice and information is available from the Information Commissioner's Office, [www.ico.gov.uk](http://www.ico.gov.uk).