



EBOR ACADEMY TRUST

Policy Number

19

Statutory Data Protection Policy

Signed: _____

Dated:

18/06/14

Review Date: 01 January 2016

Ebor Academy Alliance Statutory Data Protection Policy

1. Rationale

This policy has been developed to protect the data of individuals within the Ebor Academy Alliance. The policy refers to the protection of all data held by the Ebor Alliance including paper records; data held on computer and associated equipment and where applicable CCTV coverage throughout the academies within the partnership to ensure personal data is treated in a fair and lawful manner in accordance with the Data Protection Act 1998.

The Robert Wilkinson Primary Academy and Ebor Academy Trust Directors have overall responsibility for ensuring compliance with the Data Protection Act. The day to day compliance of this policy will be delegated to the School Business Manager.

All personnel with access to personal data must comply with the guidance laid out in the Data Protection Act 1998 which is outlined and emphasised within this policy.

2. Aims

The Ebor Academy Alliance will adhere to the eight enforceable principles of good practice within the Data Protection Act 1998 which state that data should be;

- Fairly & lawfully processed
- Obtained only for one or more specified and lawful purposes
- Adequate, relevant & reasonable for the purpose for which it is processed
- Accurate and kept up to date
- Keep only as long as necessary and reasonable
- Processed in accordance with the data subject's rights
- Held securely for the protection of individuals
- Not transferred to a country outside the EEC unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

3. Guidance

a. Data Gathering

The person from whom the data is collected will be informed to the reason for the collection and the intended use including any possible disclosures. Appropriate privacy notices will be distributed to staff and parents/carers in respect of use of personal data.

b. Processing

All processing of personal data will comply with the Data Protection principles as defined above. Third party processing will be required to comply with the same principles as defined in the Data Protection Act 1998. Data should only be used for the purpose it was collected and any other use should be at the consent of the individual from whom it was collected.

c. Data Storage

The minimum amount of personal data will be obtained and erased once it is no longer necessary for it to be retained.

The data will be stored in a secure and safe manner. Firewalls, password protection and encryption to be used as appropriate.

d. Data Checking

Periodically reminders will be sent to staff and parents/carers to ensure personal details are up to date.

e. Data Disclosures

- Personal data will only be disclosed to organisations or individuals with consent unless legally permission is not necessary.
- Consent should be gained prior to use of data in newsletters, websites or other media.

f. Confidentiality and Security

Personal data will be treated as confidentiality and treated using the principles of the Protection Act 1998 as detailed above.

g. Policy Review

Review date – 2016