



## **CITY ACADEMY NORWICH DATA PROTECTION POLICY**

### **MODEL FOR MEMBER SCHOOLS**

City Academy Norwich Governing Board has overall responsibility for ensuring that records are maintained, including security and access arrangements, in accordance with Education Regulations and all other statutory provisions.

The Trust Board, Local Governing Board and senior leaders of CAN intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988. All staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities within these guidelines.

#### **Enquiries**

Information about City Academy Norwich's Data Protection Policy is available from the Headteacher's PA/school website. General information about the Data Protection Act can be obtained from the Data Protection Commissioner (Information Line 01625 545 745, website [www. dataprotection.gov.uk](http://www.dataprotection.gov.uk)).

#### **Fair obtaining and processing**

CAN undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects' right of access. Information about the use of personal data is printed on the appropriate collection form. If details are given verbally, the person collecting will explain the issues before obtaining the information.

#### **Registered purposes**

The Data Protection Registration entries for the member schools are available for inspection, by appointment, with the Headteacher's PA. Explanation of any codes and categories entered will be made available by the person nominated to deal with data protection issues in the School. Registered purposes covering the data held at the school are listed on the school's Registration and data collection documents. Information held for these stated purposes will not be used for any other purpose without the data subject's consent.

#### **Data integrity**

The school undertakes to ensure data integrity by the following methods:

## **Data accuracy**

Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the School of a change of circumstances their computer record will be updated as soon as is practicable.

Where a data subject challenges the accuracy of their data, the School will immediately mark the record as potentially inaccurate, or 'challenged'. In the case of any dispute, we shall try to resolve the issue informally, but if this proves impossible, disputes will be referred in accordance with the Complaints Policy for their judgement. If the problem cannot be resolved at this stage, either side may seek independent arbitration. Until resolved the 'challenged' marker will remain and all disclosures of the affected information will contain both versions of the information.

## **Data adequacy and relevance**

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.

## **Length of time**

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of nominated staff to ensure that obsolete data are properly erased.

## **PERSONAL DATA**

Personal data covers both facts and opinions about an individual. The school may process a wide range of personal data of pupils, their parents or guardians as part of its operation. This personal data may include (but is not limited to); names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

## **PROCESSING OF PERSONAL DATA**

Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils and their parents or guardians. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy.

## **SENSITIVE PERSONAL DATA**

The School may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, ethnicity, physical or mental health or criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the appropriate individual will generally be required in writing.

## **Subject access**

The Data Protection Acts extend to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential

that a formal system of requests is in place. Where a request for subject access is received from a student, the school's policy is that:

- Requests from students will be processed as any subject access request as outlined below and the copy will be given directly to the student, unless it is clear that the student does not understand the nature of the request.
- Requests from students who do not appear to understand the nature of the request will be referred to their parents or carers.
- Requests from parents in respect of their own student will be processed as requests made on behalf of the data subject (the student) and the copy will be sent in a sealed envelope to the requesting parent.

### **Requests for access must be made in writing.**

Students, parents or staff may ask for a Data Subject Access form, available from the School Office. Completed forms should be submitted to the Headteacher's PA. Provided that there is sufficient information to process the request, an entry will be made in the Subject Access log book, showing the date of receipt, the data subject's name, the name and address of requester (if different), the type of data required (eg Student Record, Personnel Record), and the planned date of supplying the information (normally not more than 15 school days from the request date). Should more information be required to establish either the identity of the data subject (or agent) or the type of data requested, the date of entry in the log will be date on which sufficient information has been provided.

The school will make a minimum £10 administration charge for any requests

Note: In the case of any written request from a parent regarding their own student's record, access to the record will be provided within 15 school days in accordance with the current Education (Student Information) Regulations.

### **Authorised disclosures**

The School will, in general, only disclose data about individuals with their consent. However, there are circumstances under which the School's authorised officer may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Student data disclosed to authorised recipients related to education and administration necessary for the school to perform its statutory duties and obligations.
- Student data disclosed to authorised recipients in respect of their student's health, safety and welfare.
- Student data disclosed to parents in respect of their student's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the school.

- Staff data disclosed to relevant authorities eg in respect of payroll and administrative matters.
- Staff data disclosed to the Local Authority in respect of Workforce Census
- Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the school.

Only authorised and trained staff are allowed to make external disclosures of personal data. Data used within the school by administrative staff, teachers and welfare officers will only be made available where the person requesting the information is a professional legitimately working within the school who **need to know** the information in order to do their work. The school will not disclose anything on students' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of student abuse.

A "**legal disclosure**" is the release of personal information from the computer to someone who requires the information to do his or her job within or for the school, provided that the purpose of that information has been registered.

An "**illegal disclosure**" is the release of information to someone who does not need it, or has no right to it, or one which falls outside the School's registered purposes.

### **Data and computer security**

City Academy Norwich undertakes to ensure security of personal data by the following general methods:

#### **Physical security**

Appropriate building security measures are in place, such as alarms, deadlocks and computer hardware cable locks. Only authorised persons are allowed in the computer room. Visitors to the school are required to sign in and out, to wear identification badges whilst in the school and are, where appropriate, accompanied.

#### **Logical security**

Security software is installed on all computers containing personal data. Only authorised users are allowed access to the computer files and password changes are regularly undertaken. Computer files are backed up (ie security copies are taken) regularly.

#### **Procedural security**

In order to be given authorised access to the computer, staff will have to undergo checks and will sign a confidentiality agreement. All staff are trained in their Data Protection obligations and their knowledge updated as necessary. Computer printouts as well as source documents are shredded before disposal.

Overall security policy for data is determined by the Headteacher and is monitored and reviewed regularly, especially if a security loophole or breach becomes apparent. The School's security policy is kept in a safe place at all times.

Any queries or concerns about security of data in the school should in the first instance be referred to the Headteacher's PA.

Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.

Further details on any aspect of this policy and its implementation can be obtained from the Headteacher's PA.

### **Safe Disposal**

All personal data, when it is no longer needed, will be disposed of in a secure manner. Any electronic records held on hard drives will be fully erased before disposal of equipment.

Freedom of Information Act 2000.

This Policy should be read in conjunction with the School's Freedom of Information Policy and Fair Processing Notice.

### **Glossary of Terms**

"processing"

means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data. "data subject" means an individual who is the subject of personal data or the person to whom the information relates.

"personal data"

means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

"parent"

has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a student.

**City Academy Norwich**

**Access to personal data request**

Data Protection Act 1998 Section 7.

Enquirer's Surname.....Enquirer's Forenames.....

Enquirer's Address .....

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Enquirer's Postcode .....

Telephone Number .....

Are you the person who is the subject of the records you are enquiring about YES / NO  
(i.e. the "Data Subject")?

If NO,

Do you have parental responsibility for a student who is the "Data Subject" of the YES / NO records you are enquiring about?

If YES,

Name of student about whose personal data records you are enquiring

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Description of Concern / Area of Concern

Description of Information or topic(s) requested (In your own words)

Additional information.

Please despatch Reply to: *(if different from enquirer's details as stated on this form)*

Name

Address

Postcode

**Data subject declaration**

I request that the school search its records based on the information supplied above under Section 7 (1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the School.

I agree that the reply period will commence when I have supplied sufficient information to enable the school to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

Signature of "Data Subject" (or Subject's Parent)

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Name of "Data Subject" (or Subject's Parent)

(PRINTED).....

Dated .....

Review frequency: 2 years

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