

## **Data Protection Policy**

**Aim of The Langley Academy Trust:** To provide unique and enriching opportunities for all.

The Langley Academy Trust is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and governors.

### **Introduction**

- The Langley Academy Trust needs to keep certain information about our staff, pupils and other users to allow us, for example, to monitor performance, achievement, and health and safety.
- To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, we must comply with the Data Protection Principles which are set out in the Data Protection Act 1998.
- In summary these principles state that personal data shall:
  - Be obtained and processed fairly and lawfully.
  - Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
  - Be adequate, relevant and not excessive for that purpose.
  - Be accurate and kept up to date.
  - Not be kept for longer than is necessary for that purpose.
  - Be processed in accordance with the data subject's rights.
  - Be kept safe from unauthorised access, accidental loss or destruction.
- All staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the Trust has developed this Data Protection Policy. This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the Trust from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

### **The Data Controller and the Designated Data Controllers**

- The Trust as a body, is the Data Controller under the 1998 Act, and the Trustees are therefore ultimately responsible for implementation. However, the Designated Data Controllers will deal with day to day matters.
- The Trust has identified its Designated Data Controllers as:
  - The Executive Principal, Headteachers, Leadership Teams, the Finance Director, Human Resources Manager, Finance and Administrative Teams.
- Any member of staff, parent or other individual who considers that the Policy has not been followed in respect of personal data about himself or herself or their child should raise the matter with the Executive Principal or Head Teacher, in the first instance.

### **Responsibilities of Staff**

All staff are responsible for:

- Checking that any information that they provide to the Trust in connection with their employment is accurate and up to date.
- Informing the Trust of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The Trust cannot be held responsible for any errors unless the staff member has informed the Trust of such changes.
- Handling all personal data (eg – pupil attainment data) with reference to this policy.

## **Data Security**

All staff are responsible for ensuring that:

- Any personal data that they hold is kept 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.**
- Personal information should:
  - Be kept in a filing cabinet, drawer, or safe in a secure office
  - If it is computerised, be password protected both on a local hard drive and on a network drive that is regularly backed up
  - If a copy is kept on a USB memory key or other removable storage media, that media must itself be password protected and/or kept in a filing cabinet, drawer, or safe.

## **Rights to Access Information**

- All staff, parents and other users are entitled to:
  - Know what information the academy holds and processes about them or their child and why
  - Know how to gain access to it.
  - Know how to keep it up to date
  - Know what the academy is doing to comply with its obligations under the 1998 Act.
- The academy will, upon request, provide all staff and parents and other relevant users with a statement regarding the personal data held about them. This will state all the types of data the academy holds and processes about them, and the reasons for which they are processed.
- All staff, parents and other users have a right under the 1998 Act to access certain personal data being kept about them or their child either on computer or in certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Executive Principal or Headteacher. The academy will ask to see evidence of your identity, such as your passport or driving license, before disclosure of information.
- The academy may make a charge on each occasion that access is requested in order to meet the costs of providing the details of the information held.
- The academy aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days, as required by the 1998 Act.

## **Retention of Data**

Each academy has a duty to retain some staff and pupil personal data for a period of time following their departure from the academy, mainly for legal reasons, but also for other purposes such as being able to provide references. Different categories of data will be retained for different periods of time.

## **Complaints:**

Complaints under this policy should be made to The Chair of the Trust, c/o The Clerk to the Trust, who will decide if it is appropriate for the complaint to be dealt with under the complaints procedure. Complaints which are not dealt with under the academy's complaints procedure should be forwarded in writing to the Information Commissioner. It is likely that complaints about procedural issues, due process and timeliness will be dealt with by the Business Committee on behalf of Trustees; complaints that involve consideration of personal data or sensitive personal data should be referred to the Information Commissioner.

## **Monitoring and Evaluation**

This policy is reviewed at least annually by The Trust's Business Committee, where any clarifications or actions are needed the Policy will be amended at its next review.

**Date of Review: June 2015**

**Date Ratified: June 2015**

**Author: John Ralfs**

**Date of next Review: June 2018**