

# Glebelands School

## DATA PROTECTION POLICY 2012/13

### 1. Introduction

- 1.1. The Data Protection Act 1998 applies to all personal information about living individuals held either electronically or in a manual filing system.
- 1.2. Glebelands School holds and processes information about its current, past or prospective employees, applicants, students and others who are defined as data subjects under the Data Protection Act 1998. We process personal information for a variety of reasons such as administering the admissions process, Personnel recording payroll information, recording academic progress, monitoring attendance, and enabling references to be provided. Glebelands School may also be required by law to collect and use certain types of personal information to comply with the requirements of government departments to provide data.
- 1.3. Glebelands School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

### 2. Principles

2.1 All users of personal information within Glebelands School must comply with the eight Data Protection Principles. The Principles define how data can be legally processed. Processing includes obtaining, recording, holding or storing information and carrying out any operations on the data, including adaptation, alteration, use, disclosure, transfer, erasure and destruction. The eight Principles state that:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

### 3. Responsibilities

- 3.1. The School Business Manager (SBM) at Glebelands School is responsible for co-ordinating day to day data protection functions ensuring compliance with this policy and ensuring that the notification to the Information Commissioner is kept up to date.

This includes: development and implementation of the policy; notifying the Information Commissioner; responding to individual requests for access to personal information; and

framing guidelines and procedures with the aim of ensuring that all personal information processed by Glebelands School complies with the Data Protection Act 1998.

- 3.2. Senior Managers have a responsibility to ensure compliance with the Data Protection Act 1998 and this policy, and to develop and encourage good information handling practices within their areas of responsibility
- 3.3. All staff have a responsibility to ensure they process personal information in accordance with the eight Data Protection Principles (see above) and other requirements of the Data Protection Act 1998.

In particular, whenever a new form of processing data or an adaptation of an existing system is contemplated which would result in personal information being used for a different purpose than the one for which it was originally collected, those concerned must seek advice to ensure that the proposed processing complies with the requirements of the Data Protection Act 1998.

#### 4. Access to personal information

- 4.1. The Data Protection Act 1998 gives data subjects the right to access any personal information held about them by Glebelands School.
- 4.2. Any person can exercise this right by making a Subject Access Request; such requests must be made in writing to the SBM. Any formal subject access request will be responded to within the 40 calendar days laid down by the Data Protection Act 1998.
- 4.3. Requests for information from pupils or parents for information that contains, wholly or partly, an educational record should be made in writing to the SBM and will be responded to within 15 school days.
- 4.4. The school will normally charge up to the prescribed maximum fee on a sliding scale (currently £10) for each subject access request.

#### 5. Compliance

The SBM at Glebelands School has notified to the Information Commissioner's Office that it processes personal data for a number of specified purposes. The schools registration as a data controller under the Data Protection Act 1998 can be found on the Information Commissioner's Office website ([WWW.ICO.GOV.UK](http://WWW.ICO.GOV.UK))

- 5.1. Any queries relating to the terms of the notification or other matters on the operation of the Data Protection Policy and Data Protection Act 1998 should be raised with the SBM who can be contacted by email on [info@glebelands.surrey.sch.uk](mailto:info@glebelands.surrey.sch.uk).
- 5.2. Breaches of information security under the Data Protection Act 1998 will be dealt with by a nominated governor in accordance with this and related policy and guidance

#### 6. Policy Review

- 6.1. This policy will be reviewed once every three years or as necessary to ensure continued compliance with the Data Protection Act 1998.

This policy has been drawn up within the context of data protection legislation and with other legislation or regulations, including equal opportunities, affecting the school.

This policy should be read in conjunction with:

- Freedom of Information policy
- Records management policy and retention schedule