



# **Dixons Allerton Academy**

## **Data Protection Policy**

**Responsibility for Review: Senior Leadership Team**

## Statement of intent

The Governing Body of the Academy 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 Principal and Governors of the Academy intend to comply fully with the requirements and principles of the Data Protection Act 1998. All staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities within these guidelines.

**Signed by :.....**

**Date:.....**

**(Principal)**

**Signed by :.....**

**Date:.....**

**(Chair of Governors)**

## **Aim**

During the course of our activities Dixons Allerton Academy will process personal data (which may be held on paper, electronically, or otherwise) about our staff/scholars and we recognise the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 1998 (DPA). The purpose of this policy is to make all concerned aware of how we will handle personal data.

With regard to Academy staff, this policy does not form part of any employee's contract of employment and we may amend it at any time.

## **Data protection principles**

We will comply with the eight data protection principles in the DPA, which say that personal data must be;

1. processed fairly and lawfully
2. processed for limited purposes and in an appropriate way
3. adequate, relevant and not excessive for the purpose
4. accurate
5. not kept longer than necessary for the purpose
6. processed in line with individuals' rights
7. secure
8. not transferred to people or organisations situated in countries without adequate protection.

"Personal data" means recorded information we hold about staff and scholars from which staff and scholars can be identified. It may include contact details, other personal information, photographs, expressions of opinion about or indications as to our intentions about staff and scholars. "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

## **Fair and lawful processing**

We will usually only process personal data where we have obtained the consent of staff and the parents/carers of our scholars or where the processing is necessary to comply with our legal obligations. In other cases, processing may be necessary for the protection of vital interests, for our legitimate interests or the legitimate interests of others. The full list of conditions is set out in the DPA.

We will only process "sensitive personal data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, where a further condition is also met. Usually this will mean that staff and parents/carers have given their explicit consent, or that the processing is legally required for employment purposes. The full list of conditions is set out in the DPA.

## **How we are likely to use personal data**

We will process data about staff and scholars for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer, for example to pay staff, monitor staff and scholars performance and to confer benefits in connection with employment.

We may process sensitive personal data relating to staff and scholars including, as appropriate;

- ❖ information about the individuals physical or mental health or condition in order to monitor attendance and take decisions as to the employee's fitness for work;
- ❖ the racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- ❖ in order to comply with legal requirements and obligations to third parties.

## **Processing for limited purposes**

We will only process personal data for the specific purpose or purposes notified to the staff member or scholar/parent/carer or for any other purposes specifically permitted by the DPA.

## **Adequate, relevant and non-excessive processing**

Personal data will only be processed to the extent that it is necessary for the specific purposes notified to the staff member or parent/carer.

## **Accurate data**

We will keep the personal data we store about accurate and up to date. Data that is inaccurate or out of date will be destroyed. Staff/parents/carers should notify us if personal details change or they become aware of any inaccuracies in the personal data we hold.

## **Data retention**

We will not keep personal data for longer than is necessary. This means that data will be destroyed or erased from our systems when it is no longer required. For guidance on how long certain data is likely to be kept before being destroyed contact should be made with the Academy Principal.

## **Processing in line with individuals rights**

Individuals have the right to:

- ❖ Request access to any personal data we hold about you
- ❖ Prevent the processing of your data for direct-marketing purposes
- ❖ Ask to have inaccurate data held about you amended
- ❖ Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- ❖ Object to any decision that significantly affects you being taken solely by a computer or other automated process.

## **Data security**

We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We will only transfer personal data to a third party if the third party agrees to comply with those procedures and policies, or if they put in place adequate measures themselves.

Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

## **Providing information to third parties**

We will not disclose personal data to a third party without the staff member or parents/carer's consent unless we are satisfied that they are legally entitled to the data. Where we do disclose personal data to a third party, we will have regard to the eight data protection principles.

## **Subject access requests**

If staff/parents/carers wish to know what personal data we hold about them, they must make the request in writing, with an accompanying fee of £10. All such written requests should be forwarded to the Academy Principal.

## **Breaches of this policy**

If staff/parents/carers consider that this policy has not been followed in respect of personal data they should raise the matter with the Academy Principal. Any breach of this policy will be taken seriously and may result in formal action.