



## **Data Protection Policy**

**Approved by: Governing Body Date: April 2020**

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**Next review due by: April 2023**

# Data Protection Policy

## ***School Personal Data Handling - Rationale***

Recent publicity about data breaches suffered by organisations and individuals continues to make the area of personal data protection a current and high profile issue for schools, colleges and other organisations. It is important that our school has a clear and well understood personal data handling policy in order to minimise the risk of personal data breaches. A breach may arise from a theft, a deliberate attack on your systems, the unauthorised or malicious use of personal data by a member of staff, accidental loss, or equipment failure.

### **In addition:**

- No school or individual would want to be the cause of a data breach, particularly as the impact of data loss on individuals can be severe and cause extreme embarrassment, put individuals at risk and affect personal, professional or organisational reputation.
- Schools are “data rich” and the introduction of electronic storage and transmission of data has created additional potential for the loss of data
- The school will want to avoid the criticism and negative publicity that could be generated by any personal data breach.
- The school is subject to a wide range of legislation related to data protection and data use, with significant penalties for failure to observe the relevant legislation.
- It is a legal requirement for all schools to have a Data Protection Policy.

Schools have always held personal data on the pupils in their care, and increasingly this data is held digitally and accessible not just in school but also from remote locations. It is important to stress that the data protection laws applies to all forms of personal data, regardless of whether it is held on paper or in electronic format. However, as it is part of an overall online safety policy template, this document will place particular emphasis on data which is held or transferred digitally.

Springwood Heath Primary School reviewed this policy on in February 2018, in the light of pertinent Local Authority regulations and guidance and changes in legislation from The EU **GDPR**.

### ***Introduction.***

Springwood Heath Primary School and its employees do everything within their power to ensure the safety and security of any material of a personal or sensitive nature, including personal data.

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not:

- Have permission to access that data
- Need to have access to that data.

Data breaches can have serious effects on individuals and / or institutions concerned, can bring the school into disrepute and may well result in disciplinary action, criminal prosecution and fines imposed by the Information Commissioner’s Office. Particularly, all transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to the relevant school policy which brings together the statutory requirements contained in relevant data protection legislation and relevant regulations and guidance (where relevant from the Local Authority / Parent Organisation).

### ***Legislative Context.***

With effect from 25th May 2018, the data protection arrangements for the UK change following the European Union General Data Protection Regulation (GDPR) announced in 2016. This represents a significant shift in legislation and replaces the Data Protection Act 1998. The UK legislation was announced on the 14th September 2017. The Data Protection Bill's (DP Bill) journey through parliament and the associated text has been published online. The EU GDPR gives members states, like the UK, limited opportunities to make unique provision for how the regulation applies. However, the GDPR and the DP Bill should not be considered independent of each other.

Any natural or legal person, public authority, agency or other body which processes personal data is considered a 'data controller'. Given the nature of schools and the personal data required in a variety of forms to operate a school this means that an educational college in the UK is required to comply.

### ***Freedom of Information Act.***

Springwood Heath School has a Freedom of Information (FOI) policy and a Privacy Notice policy available to view/download on the school website, which details how it will deal with FOI requests and gives information on held data.

- Headteacher responsible for FOI policy and the provision of advice, guidance, publicity and interpretation of the school's policy
- Headteacher coordinates FOI and related policies and procedures, takes a view on possibly sensitive areas and considers what information and training staff may need
- Headteacher arranges for overseeing access to information and delegation to the appropriate governing body
  
- Proactively publishes information with details of how it can be accessed through a Publication Scheme (see Privacy Notice policy) and reviews this annually
- Ensures that a well-managed records management and information system exists in order to comply with requests
- Ensures a record of refusals and reasons for refusals is kept, allowing the school to review its access policy on an annual basis

### ***Personal Data.***

The school and its employees will have access to a wide range of personal information and data. The data may be held in a digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances.

### ***This will include:***

- Personal information about members of the school community – including pupils, members of staff and parents / carers e.g. names, addresses, contact details, legal guardianship contact details, health records, disciplinary records
- Curricular / academic data e.g. class lists, pupil progress records, reports, references
- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members.

### **Responsibilities.**

Springwood Heath Data Protection Office Is Mr. Alan Holland.

#### **The role of the DPO includes:**

- Regular and systematic monitoring of individuals on a large scale;
- The processing of special categories<sup>1</sup> of data on a large scale and data relating to criminal convictions and offences

1 • 'Special categories of data' is the type of data which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership; genetic data, biometric data or data concerning health or sex life and sexual orientation

#### **The DPO will have:**

- Expert knowledge
- Timely and proper involvement in all issues relating to data protection
- The necessary resources to fulfil the role
- Access to the necessary personal data processing operations
- A direct reporting route to the highest management level

#### **The DPO must:**

- Inform, as necessary, the controller, a processor or an employee of their obligations under the data protection laws.
- Provide advice on a data protection impact assessment.
- Co-operate with the Information Commissioner.
- Act as the contact point for the Information Commissioner.
- Monitor compliance with policies of the controller in relation to the protection of personal data.
- Monitor compliance by the controller with data protection laws.

#### **The DPO will keep up to date with current legislation and guidance and will:**

- Determine and take responsibility for the school's information risk policy and risk assessment.
- Is responsible for the various types of data being held (e.g. pupil information / staff information / assessment data etc.). Springwood Heath Primary School follows Records Management Society Retention Guidelines for schools to address risks to data.

Will hold a Data Mapping document. This document determines:

- What information is held, for how long and for what purpose,
- How information has been amended or added to over time, and
- Who has access to the data and why.

Everyone in the school has the responsibility of handling protected or sensitive data in a safe and secure manner.

Governors are required to comply fully with this policy in the event that they have access to personal data, when engaged in their role as a Governor.

### **Information to Parents / Carers - Privacy Notice and Consent**

Springwood Heath Primary School has a Privacy Notice published on the school website. In order to comply with the fair processing requirements in data protection law, the school will inform parents / carers of all pupils of the data they collect, process and hold on the pupils, the purposes for which the data is held and the third parties (e.g. LA, DfE, etc.) to whom it may be passed. This privacy notice will be passed to parents / carers for example in the prospectus, newsletters, reports or a specific letter / communication. Consent under the regulation has changed. In the UK Data

***Protection Bill consent is defined as:***

“In relation to the processing of personal data relating to an individual, means a freely given, specific, informed and unambiguous indication of the individual’s wishes by which the individual, by a statement or by a clear affirmative action, signifies agreement to the processing of the personal data”

Our school should satisfy ourselves that our consent forms are clear and written in plain language. Consent should also detail in a very clear and specific way why this is necessary, what will happen to the data, and, how and when it will be disposed of.

Consent is just one of the six lawful bases for processing data:

1. Consent:
2. Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
3. Legal obligation: the processing is necessary for you to comply with the law
4. Vital interests: the processing is necessary to protect someone’s life.
5. Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
6. Legitimate interests: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

***Parental permission for use of cloud hosted services.***

Parents / carers are made aware that the contact information that they supply to Springwood Heath Primary School is held on SIMs.

**Data Protection Impact Assessments (DPIA)**

According to the ICO (Information Commissioner's Office), Data Protection Impact Assessments (DPIA): “help organisations to identify the most effective way to comply with their data protection obligations and meet individuals’ expectations of privacy.”

Springwood Heath Primary School has completed a Data Audit which contains a risk assessment. The risk assessment includes:

- Recognising the risks that are present.
- Judging the level of the risks (both the likelihood and consequences)
- Prioritising the risks.

According to the ICO a DPIA should contain:

- A description of the processing operations and the purpose.
- An assessment of the necessity and proportionality of the processing in relation to the purpose.
- An assessment of the risks to individuals.
- The measures in place to address risk, including security and to demonstrate that you comply.

DPIA is an ongoing process and is re-visited annually to verify that nothing has changed since the processing activity started.

### ***Training & awareness.***

All staff must receive data handling awareness / data protection training and will be made aware of their responsibilities, through opportunities such as:

- Induction training for new staff (at appointment)
- Staff meetings / briefings / INSET
- Day to day support and guidance from System Controllers (as necessary)

### ***Secure storage of and access to data.***

Springwood Heath ensures that systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them. Access to protected data will be controlled according to the role of the user. Members of staff will not, as a matter of course, be granted access to the whole management information system.

Springwood Heath advises that all users use strong passwords made up from a combination of simpler words and that user passwords must never be shared.

Personal data may only be accessed on machines that are securely protected. Any device that can be used to access personal data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.

All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.

Personal data should only be stored on school equipment. In April 2018 school laptops were provided for all teaching staff. Private equipment (i.e. owned by the users) must not be used for the storage of school personal data.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted and password protected,
- The device must be password protected
- The device must offer approved virus and malware checking software
- The data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete.

Springwood Heath will allow data storage on removal media as long as there is encryption and password protection in place. The school has a clear policy and procedures for the automatic backing up, accessing and restoring all data held on school systems, including off-site backups.

Springwood Heath Primary School processes information according to the School Information Asset Register and the School Retention Guidelines are used to ensure the security of any data passed to a "third party". Data Protection clauses are included in all contracts where personal data is likely to be passed to a third party. At Springwood Heath Primary School, all paper based personal data is held in lockable storage.

### ***Subject Access Requests.***

Data subjects have a number of rights in connection with their personal data:

- Right to be informed – Privacy notices
- Right of access – Subject Access Request
- Right to rectification – correcting errors
- Right to erasure – deletion of data when there is no compelling reason to keep it
- Right to restrict processing – blocking or suppression of processing
- Right to object – objection based on grounds pertaining to their situation

- Rights related to automated decision making, including profiling

Clearly several of these have the opportunity to impact on school, one being the right of access. At Springwood Heath Primary School, procedures are in place through Freedom of Information policy to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held by the data controller in connection with the data subject. Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Springwood Heath will provide the information free of charge, however a 'reasonable fee' may be charged where the request is manifestly unfounded or excessive, especially if this is a repetitive request.

### ***Secure transfer of data and access out of school.***

Staff attend annual training with particular focus in this area.

Springwood Heath recognises that personal data may be accessed by users out of school, or transferred to the LA or other agencies. In these circumstances:

- Users will use Egress to encrypt sensitive e mails.
- Users may not remove or copy sensitive or restricted or protected personal data from the school without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location
  - Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (e.g. family members) when out of school
  - When restricted or protected personal data is required by an authorised user from outside the organisation's premises (for example, by a member of staff to work from their home), they should preferably have secure remote access to the management information system or learning platform
  - If secure remote access is not possible, users must only remove or copy personal or sensitive data from the organisation or authorised premises if the storage media, portable or mobile device is encrypted and is transported securely for storage in a secure location
  - Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software
  - Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority in this event.

### ***Disposal of data.***

Springwood Heath Primary School has a Document Retention Schedule that defines the length of time data is held before secure destruction. The Information and Records Management Society Toolkit for schools provide support for this process and Springwood Heath Primary School has adopted this advice. The school ensures the safe destruction of paper personal data through shredding when it is no longer required or safe disposal of electronic equipment through Trafford LEA.

A Destruction Log is kept of all data that is disposed of. The log includes the document ID, classification, date of destruction, method and authorisation.

### **Audit Logging / Reporting / Incident Handling**

In accordance with the GDPR data protection laws, Springwood Heath Primary School will keep records of processing activity. This will include:

- The name and contact details of the data controller
- Where applicable, the name and contact details of the joint controller and data protection officer
- The purpose of the processing
- To whom the data has been/will be disclosed
- Description of data subject and personal data
- Where relevant the countries it has been transferred to
- Under which condition for processing the data has been collected

- Under what lawful basis processing is being carried out
- Where necessary, how it is retained and destroyed
- A general description of the technical and organisational security measures.

Springwood Heath Primary School endeavours to maintain good auditing processes. Audit logs will:

- Provide evidence of the processing activity and the DPIA
- Record where, how and to whom data has been shared
- log the disposal and destruction of the data
- Enable the school to target training at the most at-risk data
- Record any breaches that impact on the data

It then follows that in the event of a data breach, the school has a policy for reporting, managing and recovering from information risk incidents, which establishes:

- A “responsible person” for each incident
- A communications plan, including escalation procedure and results in a plan of action for rapid resolution
- A plan of action of non-recurrence and further awareness raising.

All significant data protection incidents will be reported through the DPO to:

The Information Commissioner’s Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

Based upon the local incident handling policy and communication plan.

The new laws require that this notification should take place within 72 hours of the breach being detected, where feasible.

***Data Mapping.***

Springwood Heath Primary School endeavours to identify third party processors. If a third party processes personal data on our behalf about our pupils then this processor has obligations on behalf of the school to ensure that processing takes place in compliance with data protection laws.

**Privacy and Electronic Communications**

Springwood Heath Primary School is aware that they are subject to the Privacy and Electronic Communications Regulations in the operation of their websites.