



Charter Primary School Data Protection Policy

UNCRC – Article 16 (right to privacy)

The General Data Protection regulation (May 2018) is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data.

This policy is intended to ensure that personal information is dealt with properly and securely and in accordance with GDPR. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

1. Scope of the Policy

Personal information is any information that relates to a living individual who can be identified from the information. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings.

The School collects a large amount of personal data every year including: staff records, names and addresses of those requesting prospectuses, examination marks, references, fee collection as well as the many different types of research data used by the School. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

2. Principles

The GDPR requires that personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard for the purposes for which they are processed, are erased or rectified without delay.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

Under GDPR, new rights for individuals are provided. These are:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing

6. The right to data portability
7. The right to object
8. Rights in relation to automated decision and profiling

3. Responsibilities

The school has a legal responsibility to comply with GDPR. The school, as a corporate body, is named as the Data Controller under the Act. The headteacher is the main contact for our data protection registration with ICO.

Data Controllers are people or organisations who hold and use personal information. They decide how and why the information is used and have a responsibility to establish workplace practices and policies that are in line with the GDPR. The school is required to 'notify' the Information Commissioner of the processing of personal data. This information will be included in a public register which is available on the Information Commissioner's website at the following link :

http://www.ico.gov.uk/what_we_cover/promoting_data_privacy/keeping_the_register.aspx

Our data protection officer is responsible for:

1. Informing and advising controller processors and employees of their obligations,
2. Monitoring compliance
3. Advising on Data Protection Impact assessments
4. Co-operating with the supervisory authority
5. Acting as a contact point for the supervisory authority
6. Having due regard to the risk associated with processing, taking account of nature, scope and context of processing

Every member of staff that holds personal information has to comply with the GDPR when managing that information.

The school is committed to maintaining the principles of GDPR at all times. This means that the school will:

1. Inform Data Subjects why they need their personal information, how they will use it and with whom it may be shared. This is known as a Privacy Notice.
2. Seek consent for all individuals about all data collected and how this is recorded
3. Check the quality and accuracy of the information held
4. Apply the records management policies and procedures to ensure that information is not held longer than is necessary. (7 years)
5. Ensure that when information is authorised for disposal it is done appropriately
6. Ensure appropriate security measures are in place to safeguard personal information whether that is held in paper files or on a computer system
7. Only share personal information with others when it is necessary and legally appropriate to do so
8. Set out clear procedures for responding to requests for access to personal information known as subject access request form
9. In the circumstance of a suspected breach of our data, this must be reported to the ICO and recorded on the data log
10. Train all staff so that they are aware of their responsibilities and of relevant policies and procedures