

St Mark's Catholic School

Data Protection Policy

Introduction:

St Mark's School is registered under the Data Protection Act and needs to keep certain information about its staff, parents and children. It is also necessary to process information so that employees can be recruited and paid. St Mark's School must comply with the Data Protection Principles that are set out in the Data Protection Act 1998 and amended in 2002. In summary these state that personal data will:

- Be obtained and processed fairly and lawfully and will not be processed unless certain conditions are met
- Be obtained for a specified and lawful purpose and will not be processed in any manner incompatible with that purpose
- Be adequate, relevant and not excessive for those purposes
- 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
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data

St Mark's School and all staff who process or use any personal information should ensure that they follow these principles at all times. In order to ensure that this happens, St Mark's School has developed this Data Protection Policy.

Status of the Policy:

Any member of staff or any individual on whom the School holds information who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter with the designated data controller (the Finance Manager) initially. If the matter is not resolved it should be raised as a formal grievance.

Notification of Data Held and Processed:

All staff or any individual on whom the School holds information are entitled to:

- Know what information St Mark's School holds and processes about them and why
- Know how to gain access to it
- Know how to keep it up to date
- Know what St Mark's School is doing to comply with its obligations under the 1998 Act

Responsibilities of Staff:

As an individual you are responsible for:

- Checking that any information you provide to St Mark's School in connection with your employment is accurate and up to date
- Informing St Mark's School of any changes to information which you have provided e.g. changes of address
- Checking the information that St Mark's School will send out from time to time e.g. the yearly personal details update
- Informing St Mark's School of any errors or changes.

St Mark's School cannot be held responsible for any errors unless you have informed the school of them. If, and when, as part of your responsibilities, you collect information about other people (opinions on reports, references, marks, details of personal circumstances) you should follow the guidelines set out in the introduction.

Data Security:

As an individual you are responsible for ensuring that:

- Any personal data that you hold is kept securely
- Personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party

Personal information should be:

- Kept in a locked filing cabinet, or in a locked drawer, or
- If it is computerised, be password protected, or kept only on disk which is itself kept securely.

Rights to Access Information:

Staff or any individual on whom the school holds information at St Mark's School have the right to access any personal data that is being kept about them either on computer or in certain files. Anyone who wishes to exercise this right should report this to the Data Controller (the Finance Manager).

Before gaining access, the person might wish to know what information is currently being held. This request should be made in writing. The school is entitled to make a charge on each occasion that access is requested.

St Mark's School aims to provide access to personal information as quickly as possible, but will make sure that it is provided within 21 working days unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing to the person making the request.

Subject Consent:

St Mark's School can only process personal data with the consent of the individual. Agreement St Mark's School processing certain types of personal data is a condition of employment for staff. This includes information about previous criminal convictions.

All members of staff and volunteers who come into contact with children will be subject to CRB checks. St Mark's School has a duty under the Children Act and other enactments to ensure that staff are suitable for the job. We also have a duty of care to all staff and volunteers, and must, therefore, make sure that employees and those who use St Mark's School do not pose a threat or danger to other users.

St Mark's School will also ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes. We will only use the information in the protection of the health and safety of the individual.

Processing Sensitive Information:

When data is sensitive, **express consent** must be obtained to share the information with other specified individuals. Sometimes it is necessary to process information about a person's health, criminal convictions, race, ethnicity, gender and family details. This may be to ensure St Mark's School is a safe place for everyone, or to operate other St Mark's School policies. Because this information may be sensitive and we recognise that the processing of it may cause concern or distress, staff and students will be asked to give express consent for the School to do this.

Retention of Data:

All information will be kept for a minimum of seven years. This will include information necessary in respect of pensions, taxation and information required for job references. A full list of information with retention times is available from the Data Controller.

Disposal of information:

Printed information will be shredded. Any disks containing information will be physically destroyed and all computer information will be deleted permanently.

Conclusion:

It is the legal responsibility of all members of St Mark's School to ensure that they fulfil their role at the school within the terms of this policy and the legal framework for data protection. This policy lays out St Mark's School's obligations to you under the legal framework for data protection and your obligations to St Mark's School.

Last Reviewed: October 2018