

# Wellington School



Honesty

Community

Excellence

Fairness

Endeavour

## Data Protection and Privacy Notice Policy

**Updated:** January 2018

**Review Date:** May 2018



# Wellington School



<i>Policy Title</i>	<i>Data Protection Policy and Privacy Notice</i>
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## *Summary of Contents*

<p>The Policy outlines procedures for data protection.</p>
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<i>Date of Update</i>	January 2018
<i>Review Date</i>	May 2018
<i>Status</i>	Statutory
<i>Member of SLT Responsible</i>	S Beeley

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## 1. Aims and Introduction

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the Data Protection Act 1998.

This policy applies to all data, regardless of whether it is in paper or electronic format.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for our school to use technology to benefit learners.

## 2. Legislation and guidance

This policy meets the requirements of the [Data Protection Act 1998](#), and is based on [guidance published by the Information Commissioner's Office](#) and [model privacy notices published by the Department for Education](#).

It also takes into account the expected provisions of the [General Data Protection Regulation](#), which is new legislation due to come into force in 2018.

In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child's educational record.

This policy complies with our funding agreement and articles of association.

## 3. Definitions

Term	Definition
<b>Personal data</b>	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified (includes contact details, class lists containing UPN, marks and grades)
<b>Sensitive personal data</b>	Data such as: <ul style="list-style-type: none"><li>• SEND/PP information</li><li>• Racial or ethnic origin</li></ul>

	<ul style="list-style-type: none"> <li>• Political opinions</li> <li>• Religious beliefs, or beliefs of a similar nature</li> <li>• Where a person is a member of a trade union</li> <li>• Physical and mental health</li> <li>• Sexual orientation</li> <li>• Whether a person has committed, or is alleged to have committed, an offence</li> <li>• Criminal convictions</li> </ul>
<b>Processing</b>	Obtaining, recording or holding data
<b>Data subject</b>	The person whose personal data is held or processed
<b>Data controller</b>	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
<b>Data processor</b>	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

#### 4. The data controller

Our school processes personal information relating to pupils, staff and visitors, and, therefore, is a data controller. Our school delegates the responsibility of data controller to the Board of Governors.

The school is registered as a data controller with the Information Commissioner's Office and renews this registration annually.

#### 5. Data protection principles

The Data Protection Act 1998 is based on the following data protection principles, or rules for good data handling:

- Data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be relevant and not excessive in relation to the purpose(s) for which it is processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be kept for longer than is necessary for the purpose(s) for which it is processed
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998

- 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
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data in relation to the processing of personal data

## 6. Roles and responsibilities

### 6.1 Overview

The governing board has overall responsibility for ensuring that the school complies with its obligations under the Data Protection Act 1998.

Day-to-day responsibilities rest with the headteacher, or the Deputy Headteacher in the headteacher's absence. The headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

Staff are responsible for ensuring that they collect and store any personal data in accordance with this policy. Staff must also inform the school of any changes to their personal data, such as a change of address.

### 6.2 Data Protection Act

In practice the act means that academy must ensure:

1. We have legitimate grounds for holding the data that we process it in a way that won't have adverse effects and we're transparent about the data we collect and what we use it for.
2. We're clear about why we need the data and what we're going to use it for, that we publish a "privacy notice" explaining this, we notify the Information Commissioner's Office of the type of data we hold and any new uses of the data are fair.
3. The data we hold is sufficient for the purpose, but we hold no more than we need.
4. We take reasonable steps to ensure the data is accurate, and updated when necessary.
5. We consider how long we keep the data and delete it securely when it's no longer needed.
6. We uphold the subject's rights to:
  - a. Get copies of the information we hold about them ("Subject Access Requests").
  - b. Object to the processing of the data.
  - c. Opt out of direct marketing.
  - d. Object to automated decisions.
  - e. Have their data corrected or erased.
  - f. Potentially claim damages in the event of a breach of the Act.
7. That security and policy is in place to protect the data we hold and stop it being lost or obtained by someone outside of the organisation who shouldn't have it and that we have procedures in place should something go wrong.
8. That we ensure the data will be subject to similar regulations should it be transferred abroad.

### 6.3 General Data Security

The accessing and appropriate use of academy data is something the Academy and Trust takes very seriously. At this academy we have an Acceptable Use Agreement which is reviewed at least annually, which all staff sign. Copies are kept on file.

ICT Acceptable Use Agreements are signed by all Staff/Governors/Students/Visitors who will use the school's IT Systems. Guidance documents (i.e. this Policy) are issued to all members of the school who have access to sensitive or personal data.

Personal data and Sensitive personal data must be encrypted if the material is to be removed from the academy.

- The use of unencrypted media for the transfer of Personal data and Sensitive personal data is not permitted.

- At this academy we use approved sites to securely transfer CTF pupil data files to other establishments.

All data is transferred internally via SIMS or as files which remain stored on the academy network or approved cloud storage platform (although may be accessed via the secure Remote Desktop).

Personal data and Sensitive personal data must be kept out of sight, ideally held in a lockable room, storage area, drawer or cabinet if in an un-encrypted format (such as paper) when not in use.

- We store such material in lockable desk drawers or behind locked staffroom doors.
- Servers are locked in a secure server room managed by DBS-checked staff.
- Backups are stored securely offsite or in approved, cloud hosted storage.
- Disposal: Personal data and Sensitive personal data electronic files must be securely overwritten and other media must be shredded, incinerated or otherwise disintegrated for data.
- We use recommended disposal firms to securely destroy drives where personal data may have been stored.
- At this academy paper based sensitive information is shredded, using cross cut shredders.
- Disks are overwritten or physically destroyed prior to recycling where they may have been used for storing personal data.
- Laptops used by staff at home (loaned by the academy) where used for any protected data will be encrypted.
- Domain Administrators with access to setting-up usernames and passwords which enable users to access data systems e.g. for email, network access, SLG and Learning Platform access are controlled by the Headteacher.

Security policies are reviewed and staff updated at least annually and staff know who to report any incidents where data protection may have been compromised. Staff have guidance documentation and training will be provided to keep staff informed.

#### **6.4 IT Security**

The academy gives relevant staff access to its Management Information System, with a unique ID and password.

- It is the responsibility of everyone to keep passwords secure.
- Staff are aware of their responsibility when accessing academy data, outlined in this policy together with the eSafety policy and AUA.
- Staff have been issued with the relevant guidance documents and the ICT Acceptable Use Agreement.
- Staff keep all academy related data secure. This includes all personal, sensitive, confidential or classified data.
- Any portable equipment or media containing sensitive data must be encrypted. If in doubt, contact your IT Services team who can advise further.
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under your control at all times.
- It is the responsibility of individual staff to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when shared photocopiers (multi-function print, fax, scan and copiers) are used.
- Anyone expecting a confidential/sensitive fax should have warned the sender to notify before it is sent.
- Personal data (e.g. class lists) should not be included in internal email attachments since these attachments will usually be downloaded in order to be read – instead the contents should be included in the body of the email which is only resident on the viewer's machine for as long as the email is displayed.

- Personal data and Sensitive personal data should not be emailed or otherwise transmitted unencrypted unless this is unavoidable.
- When conducting due diligence studies on potential contractors or suppliers, consideration should be made of how the contractor will act as a potential data processor (e.g. how will data be transferred or received?).
- Personal data and Sensitive personal data should not be downloaded onto personal computers.
- You must not post on the internet personal, sensitive, confidential, or classified information, or disseminate such information in any way that may compromise its intended restricted audience
- Ensure hard copies of data are securely stored and disposed of after use

It is easy to encrypt information within Microsoft Office (simply click “Protect Document” from within the file menu in Office 2016) – encryption passwords should be shared by a means other than that by which the document is being transmitted (e.g. for emailed files, phone the recipient to confirm the password). Use a new "one time" password for sharing such information – not one you use to log in to other systems!

You are strongly advised to keep an unencrypted copy of such files should it be necessary to access the file in future – files encrypted in this manner *cannot* be accessed without the password *by design*.

### 6.5 Bring Your Own Device (BYOD)

Many staff have their own device which they wish to use for academy purposes (e.g. reading email, checking calendars and potentially storing personal data about students). **Even though the device may belong to a member of staff, the data remains the responsibility of the Academy as Data Controller.**

If staff wish to use their own mobile device to process (e.g. record, modify or simply store) any personal data, these devices *must* comply with the following rules:

- The device must be protected by a passcode of at least 4 digits.
- The device must be set to lock automatically after no more than thirty minutes of inactivity.
- No personal data relating to members of the school should be backed up or stored in unapproved “cloud” services such as DropBox, iTunes etc.
- Devices must not be “rooted,” “jailbroken,” or contain Apps which have been installed from untrusted sources.
- The device must be connected to school email via Exchange/ActiveSync to enable remote wipe.
- The device owner must undertake to notify IT Services immediately that the device is suspected lost or stolen so a remote wipe can be initiated.

Staff should be clear about the implications of the last two points. Should a device be lost or stolen, they are under obligation to notify IT Services who will immediately send a remote wipe request to the device. This will have the effect of erasing the entire device and any installed removable media cards. Should the device be found subsequently, it will not be possible to restore any data. It is the responsibility of staff to ensure their own data (photos, contacts, etc) are backed up.

Devices owned by staff are subject to AUA in the eSafety policy for the duration they remain connected to the school network or on school sites.

### 6.6 School Owned Devices

If the academy has a Mobile Device Management (MDM, e.g. Meraki) system in place, then all academy owned hardware should have this system deployed in order to simplify management and enhance security.

### 6.7 Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school’s Headteacher. Additionally, all security breaches, lost/stolen equipment or data, virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the Headteacher.

It is the responsibility of all staff to remain vigilant against the loss or unfair processing of data.

## 6.8 Passwords

- Always use your own personal passwords to access computer based services – do not use the accounts of others.
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures.
- Staff must change temporary passwords at first logon.
- Change passwords whenever there is any indication of possible system or password compromise.
- Do not record passwords on paper or in an unprotected file.
- IT Services will not ask you for your password, although it may on occasion be necessary to reset your password to a mutually agreed one. Ensure that all personal passwords that have been mutually agreed are changed once the work is complete.
- Passwords must contain a minimum of six characters and be difficult to guess.
- User ID and passwords for staff and students who have left the academy are disabled once the period of employment has ended – you will not be able to access files or emails after this time.
- **Do not share your password with others.**
- **If you think your password may have been compromised or someone else has become aware of your password change your password immediately and report your concerns to IT Services.**
- **If you become aware of a security breach, please notify IT Services immediately.**

## 6.9 Password Security

- Password security is essential for staff, particularly as they are able to access and use student data. Staff are expected to have secure passwords which are not shared with anyone. The students are expected to keep their passwords secret and not to share with others, particularly their friends. Staff and students are regularly reminded of the need for password security.
- All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the academy's policies on e-safety and Data Security.
- Students are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of academy networks, MIS systems and/or Learning Platform, including ensuring that passwords are not shared and are changed periodically.
- All networked workstations have an automatic screen saver (password protected) set to 15 minutes.
- However, all staff are advised to lock their workstation when leaving their PC unattended – this can be done by pressing “Windows” key and “L” at the same time on Windows machines – your password will be required to log in again.
- Do not leave computers locked when someone else may require access, particularly computers in classrooms – log out completely in this case.

## 6.10 Remote Access

- Some academies provide remote access functionality (“Terminal services,” “Remote Desktop,” “CITRIX,” etc) which should always be used in preference to other means of accessing information.
- You are responsible for all activity via your remote access facility.
- Only use equipment with an appropriate level of security for remote access.
- Never write down your password – pick a password which is easy for you to remember but hard for someone else to guess.
- Protect School information and data at all times, including any printed material produced while using the remote access facility. Take particular care when access is from an external environment (e.g. at home).

- Do not use the remote access facility as a means to download Personal data and Sensitive personal data (including class lists).

## **7. Action in the event of a data breach**

In the event of a data breach, there are four main areas to be addressed:

- Containment and recovery
- Assessment of ongoing risk
- Notification of breach
- Evaluation and response

### **7.1 Containment and Recovery**

The Headteacher should take the lead in assessing what information has been lost or otherwise compromised, and determine who needs to be notified. The Headteacher will then determine, with appropriate staff, what steps to take to contain the breach and recover the data. If appropriate, the police should be informed (e.g. theft of laptop).

### **7.2 Assessment of ongoing risk**

An assessment needs to be made of the likely impact of the loss of data, depending on the type of data involved, the sensitivity of the data, to whom the data belongs and how much data has been lost. An assessment should also be made of any potential harm (e.g. financial, emotional) which may come to the individuals whose data has been lost, or harm to the reputation of the academy or Trust.

### **7.3 Notification of breach**

The individuals whose data has been lost should be contacted, with a view to advising them of any potential impact of the data loss. In the event of a serious loss of data it may be necessary to inform the ICO of the breach (e.g. loss of a large number of records).

### **7.4 Evaluation and response**

The cause of the breach must be investigated and measures put in place to prevent the breach from recurring.

## **8. Safe use of images**

### **8.1 Consent of adults who work at the academy**

Permission to use images of all staff who work at the school is sought on induction and a copy is located in the personnel file.

Should a member of staff not wish to have their photograph used on the school website they can request its removal by the IT Services team.

### **8.2 Publishing student's images and work**

On a student's entry to the academy, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- On the school web site, or social media feeds.
- In the academy prospectus and other printed publications that the academy may produce for promotional purposes.
- Recorded/ transmitted on a video or webcam.
- In display material that may be used in the academy's communal areas.
- In display material that may be used in external areas, i.e. exhibition promoting the academy.
- General media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically).

Parents/carers may withdraw permission, in writing, at any time, or by other means provided by the academy. This consent is considered valid after the child has left the school unless school is informed

otherwise. Students' full names will not be published alongside their image and vice versa. E-mail and postal addresses of students will not be published.

Where students' full names are to be published (e.g. to celebrate examination results), parents/carers will be given opportunity to opt out.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed from an up-to-date list.

### **8.3 Storage of Images**

Images / films of children are stored on the school's network.

- CCTV is used for security purposes.
- Rights of access to this material are restricted to the staff and students within the confines of the school network, or via secure Remote Desktop connections.
- Images and videos of students recorded or stored on personal equipment (e.g. trips, mementoes of previous classes) will be in line with appropriate legislation and the Teachers' Standards.

### **8.4 Webcams**

- Webcams in school are only ever used for specific learning purposes, e.g. monitoring hens' eggs or video conferencing.
- Misuse of the webcam by any member of the community will result in sanctions.
- Consent for publication of images is assumed to extend to use of webcams.

### **8.5 Video conferencing and online meetings**

- Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of Wellington School.
- All students are supervised by a member of staff when video conferencing with end-points beyond Wellington School.
- Approval from the eSafety Coordinator is sought prior to all video conferences with end-points beyond Wellington School.
- The Academy conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences.
- No part of any video conference is recorded in any medium without the consent of the parents/carers of those taking part.

## **9. Use of Biometric Data**

Any biometric information (defined as: "*personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements*") must be stored in accordance with Data Protection legislation. However, if that information is also used for an automated biometric recognition system (e.g. fingerprint recognition for pre-payment dinner money), schools must also comply with sections 26-28 of the Protections of Freedoms Act 2012. Page 11.

In essence, Academies must notify parents (or carers) of the intention to use biometric data, giving parents the right to opt out should they wish. Alternatives (e.g. a card payment system) must be provided for students who choose to opt out.

## **10. ICT Equipment including portable and mobile equipment and removable media**

This section should be read in conjunction with the equivalent section in the eSafety policy.

### 10.1 Academy owned ICT equipment

- It is imperative that you save your data on a frequent basis to the academy's network drive or approved cloud storage. You are responsible for the backup and restoration of any of your data that is not held on the academy's network drive or cloud storage. **No personally identifiable or sensitive data should be stored on your own equipment.**
- The safest way to ensure the safety of your data, and the security of sensitive data, is to use the Remote Desktop system provided by the academy, or approved cloud storage which meets appropriate data protection requirements.
- Personal or sensitive data must not be stored on the local drives of desktop PCs. If it is necessary to do so the local drive must be encrypted.

### 10.2 Portable and Mobile ICT Equipment

This section covers such items as laptops, mobile phones, tablets and removable data storage devices.

- Staff must ensure that all academy data is stored on the academy's network or approved cloud storage.
- **No personally identifiable or sensitive data may be stored on any unencrypted media.**
- Equipment must be kept physically secure in accordance with this policy. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey.
- Use Remote Desktop to access the academy's systems where available.

### 10.3 Systems Access

- Use only your own personal logons, account IDs and passwords and do not allow them to be used by anyone else.
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information.
- Ensure you lock your screen before moving away from your computer during your normal working day to protect any personal, sensitive, confidential or otherwise classified data and to prevent unauthorised access.
- Any information held on academy systems, hardware or used in relation to academy business may be subject to The Freedom of Information Act.
- Where necessary, obtain permission from the owner or owning authority and pay any relevant fees before using, copying or distributing any material that is protected under the Copyright, Designs and Patents Act 1988.

### 10.4 Telephone Services

- Be aware that the laws of slander apply to telephone calls. Whilst a telephone call may seem to have a temporary and private existence it still qualifies as admissible evidence in slander law cases.
- Be aware of Data Protection legislation when engaged in telephone conversations – do not divulge personal or sensitive information. See the Data Protection policy for further guidance.

## 11. Privacy/fair processing notice

### 11.1 Pupils and parents

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational needs
- Exclusion information
- Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should refer to sections 8 and 9 of this policy.

Once our pupils reach the age of 13, we are legally required to pass on certain information to Trafford Connexions, which has responsibilities in relation to the education or training of 13-19 year-olds. Parents, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to Connexions by informing Mr Holt, Assistant Headteacher.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

## **11.2 Staff**

We process data relating to those we employ to work at, or otherwise engage to work at, our school. The purpose of processing this data is to assist in the running of the school, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body

Staff personal data includes, but is not limited to, information such as:

- Contact details
- National Insurance numbers
- Salary information
- Qualifications
- Absence data
- Personal characteristics, including ethnic groups
- Medical information
- Outcomes of any disciplinary procedures

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We will not share information about staff with third parties without consent unless the law allows us to.

We are required, by law, to pass certain information about staff to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

Any staff member wishing to see a copy of information about them that the school holds should contact the Headteacher.

## 12. Subject access requests

Under the Data Protection Act 1998, pupils have a right to request access to information the school holds about them. This is known as a subject access request.

Subject access requests must be submitted in writing, either by letter, email or fax, whereupon we will respond to the request within 30 school days. Requests should include:

- The pupil's name
- A correspondence address
- A contact number and email address
- Details about the information requested

The school will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the pupil or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

Subject access requests for all or part of the pupil's educational record will be provided within 15 school days. The table below summarises the charges that apply.

<b>Number of pages of information to be supplied</b>	<b>Maximum fee (£)</b>
1-19	1.00
20-29	2.00
30-39	3.00
40-49	4.00
50-59	5.00
60-69	6.00
70-79	7.00
80-89	8.00
90-99	9.00
100-149	10.00
150-199	15.00

200-249	20.00
250-299	25.00
300-349	30.00
350-399	35.00
400-449	40.00
450-499	45.00
500+	50.00

If a subject access request does not relate to the educational record, we will respond within 40 calendar days. The maximum charge that will apply is £10.00.

### **13. Parental requests to see the educational record**

Parents of pupils at this school do not have an automatic right to access their child's educational record. The school will decide on a case-by-case basis whether to grant such requests, and we will bear in mind guidance issued from time to time from the Information Commissioner's Office (the organisation that upholds information rights).

### **14. Storage of records**

- Paper-based records and portable electronic devices, such as laptops and hard drives, that contain personal information are kept under lock and key when not in use
- Papers containing confidential personal information should not be left on office and classroom desks, on staffroom tables or pinned to noticeboards where there is general access
- Where personal information needs to be taken off site (in paper or electronic form), staff must sign it in and out from the school office
- Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices
- Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures for school-owned equipment

### **15. Disposal of records**

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely.

For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

### **16. Training**

Our staff and governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation or the school's processes make it necessary.

## **17. The General Data Protection Regulation**

We acknowledge that the law is changing on the rights of data subjects and that the General Data Protection Regulation is due to come into force in May 2018.

We will review working practices when this new legislation takes effect and provide training to members of staff and governors where appropriate.

## **18. Monitoring arrangements**

The Headteacher is responsible for monitoring and reviewing this policy.

The Headteacher checks that the school complies with this policy by, among other things, reviewing school records regularly.

This document will be reviewed when the General Data Protection Regulation comes into force, and then **every 2 years**.

At every review, the policy will be shared with the governing board.

## **19. Links with other policies**

This data protection policy and privacy notice is linked to the freedom of information publication scheme.