



**PARK HOUSE SCHOOL & SPORTS COLLEGE**

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**CHANGE HISTORY**

<b>Version</b>	<b>Date</b>	<b>Description</b>
Issue 1	June 2014	Revised Policy
Issue 2		
Issue 3		

**LINKED DOCUMENTS**



# **PARK HOUSE SCHOOL**

## **Data Protection Policy**

### **1. INTRODUCTION**

This policy applies to all personal data held by Park House School (PHS). It encompasses paper records; data held on computer and associated equipment, including CCTV, of whatever type and at whatever location, used by or on behalf of PHS.

The governors have delegated the Business Manager as the person who has overall responsibility for compliance with the Data Protection Act.

The obligations outlined in this policy apply to all those who have access to personal data, whether they are employees, governors, employees of associated organisations or temporary staff. It includes those who work at home or from home, who must follow the same procedures as they would in an office environment.

Any individual who knowingly or recklessly processes data for purposes other than those for which it is intended or makes an unauthorised disclosure is liable to prosecution. All individuals permitted to access personal data must agree to comply with this policy.

### **2. POLICY STATEMENT**

#### **2.1. PHS will comply with:**

2.1.1. The terms of the Data Protection Act 1998 and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.

2.1.2. The eight enforceable principles of good practice contained in the Data Protection Act 1998. These state that personal data must be: -

- Fairly & lawfully processed;
- Obtained only for one or more specified and lawful purposes;
- Adequate, relevant & not excessive in relation to the purpose for which it is processed;
- Accurate and kept up to date;
- Not kept for longer than is necessary;
- Processed in accordance with the data subject's rights;

- Secure;
- Not transferred to a country outside the EEC unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

2.1.3. The guidance displayed on the Information Commissioner's website ([www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)) and published in "the Guide to Data Protection" published by the Information Commissioner's office and available at:-

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/practical\\_application/the\\_guide\\_to\\_data\\_protection.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/practical_application/the_guide_to_data_protection.pdf)

2.2. This policy should be read in conjunction with PHS's ICT Policy.

### **2.3. Data Gathering**

Only relevant personal data may be collected and the person from whom it is collected will be informed why the data is being collected, of the data's intended use and any possible disclosures of the information that may be made.

### **2.4. Processing**

2.4.1. All processing of personal data will comply with the Data Protection Principles as defined in the Data Protection Act 1998. In the situation where data is processed by a third party, the third party will be required to act in a manner that ensures compliance with the Data Protection Act 1998.

2.4.2. Data will only be processed for the purpose for which it was collected and will not be used for incompatible purposes without the consent of the data subject.

### **2.5. Data Storage**

2.5.1. PHS will hold the minimum amount of personal data necessary to enable it to perform its functions. The data will be erased once the need to hold it has passed.

2.5.2. PHS will store personal data in a secure and safe manner.

2.5.3. Electronic data will be protected by standard password and firewall systems operated by PHS.

2.5.4. Personal data, the loss of which could cause damage or distress to individuals, which is used or stored on portable or mobile devices will be encrypted using encryption software which meets the current standard or equivalent. This applies to all laptop computers and portable memory devices (including memory sticks etc)

2.5.5. Computer workstations in administrative areas will be positioned so that they are not visible to casual observers.

2.5.6. Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.

2.5.7. Particular attention will be paid to the need for security of sensitive personal data.

## **2.6. Data Checking**

2.6.1. PHS will issue regular reminders to staff and parents/carers to ensure that personal data held is up-to-date and accurate.

2.6.2. Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

## **2.7. Data Disclosures**

2.7.1. Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.

2.7.2. When requests to disclose personal data are received by telephone it is the responsibility of the member of staff taking the call to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised.

2.7.3. If a personal request is made for personal data to be disclosed it is again the responsibility of the member of staff to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.

2.7.4. Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

## **2.8. Subject Access Requests**

2.8.1. If PHS receives a written request from a data subject to see any or all personal data that PHS holds about them this will be treated as a legitimate Subject Access Request and PHS will respond within the recommended 40 day deadline.

2.8.2. Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and PHS will comply with its duty to respond within the 40 day time limit.

2.10. Data Protection statements will be included in PHS prospectus and on all forms that are used to collect personal data.

### **3. CONFIDENTIALITY AND SECURITY**

Personal data is confidential and confidentiality must be preserved in compliance with the Data Protection Principles as defined in the Data Protection Act 1998.

Paper records will be managed so that access is restricted to those who need to use the information and stored in secure locations to prevent unauthorised access.

Computer systems will be designed and computer files created with adequate security levels to preserve confidentiality. Those who use the school's computer equipment will have access only to the data that is both necessary for the work they are doing and held for carrying out that work.

### **4. OWNERSHIP OF DATA**

Each PHS department is responsible for the personal data that it holds. This responsibility extends to any data that is processed by a third party. The department will hold a record of all data files that it owns containing personal data, whether on paper or electronic media. Where required, the department will provide the necessary information to the Business Manager to facilitate the notification of the data to the Information Commissioner.

### **5. POLICY REVIEW**

This policy will be kept under review in order to keep it in line with relevant legislation and modifications authorised in line with the authorisation and issue process as set out below.