



**Policy:** Data Protection  
**Ref:** P09  
**Updated by:** Kerry Sharp  
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**Signature:**

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## Overview

Kingsland CE Academy 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. Kingsland CE Academy 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

This Data Protection Policy is to ensure that Kingsland CE Academy and all staff who process or use any personal information follow these principles at all times.

## Status of the Policy

Any member of staff or any individual on whom the Academy 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 Principal). If the matter is not resolved it should be raised as a formal grievance (refer to complaints procedures policy).

## Notification of Data Held and Processed

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

- Know what information Kingsland CE Academy holds and processes about



- them and why
- Know how to gain access to it and know how to keep it up to date
- Know what Kingsland CE Academy 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 Kingsland CE Academy in connection with your employment is accurate and up to date
- Informing Kingsland CE Academy of any changes to information which you have provided e.g. changes of address
- Checking the information that Kingsland CE Academy will send out from time to time e.g. the yearly personal details update
- Informing Kingsland CE Academy of any errors or changes.

Kingsland CE Academy 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 memory pen or card which is itself kept securely.

## Rights to Access Information

Staff or any individual on whom the school holds information at Kingsland CE Academy 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 Principal). 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.

Kingsland CE Academy 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.

## Subject Consent

Kingsland CE Academy can only process personal data with the consent of the individual. Agreement to 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. Kingsland CE Academy 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 Kingsland CE Academy's facilities do not pose a threat or danger to other users.

Kingsland CE Academy 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. This information will only be used to protect the health and safety of the individual.

## Processing Sensitive Information

When data is sensitive, 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 Kingsland CE Academy is a safe place for everyone, or to operate other Kingsland CE Academy policies. Because this information may be sensitive and the processing of it may cause concern or distress, staff and students will be asked to give consent 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 Kingsland CE Academy 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 Kingsland CE Academy's obligations to you under the legal framework for data protection and your obligations to Kingsland CE Academy.