Data Protection Policy

Date approved	February 2021	**Approved by**	Resources
Review cycle	1 year	**Signature**	
Date for review	February 2022	**Author**	Helen Buckley

1. Scope

1.1 This policy covers all data collected from external agencies, other schools and kept internally as part of the young person's school record. Data is only kept for the purpose of relevant business use. It covers data held electronically as well as paper records. It also covers work completed by students during education programmes including qualification portfolios.

1.2 The Kingsmead School also adopts the Derby City Council Data Protection Policy and is fully compliant with the General Data Protection Act (2018) and is considered alongside the Information Sharing policy and Confidentiality policy and procedures. DCSB procedures and guidance are referenced during any review of this policy.

2. Principles

2.1 Kingsmead and Newton's Walk (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT and SHINE. We will explore reasonable adjustments in applying this procedure to employees with a disability.

3. Policy Statement

3.1 In line with the General Data Protection Act (2018), data will be processed according to the following principles:

- Personal data shall be processed fairly and lawfully
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and where necessary kept up to date
- Personal data processed for any purpose shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject under the data protection act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.

4. Registration
4.1 The school is registered with the Information Commissioner Office. The registration number is ZA044324. The contact number for the ICO is 0303 123 1113.

4.2 The main contact for this registration, currently the School Business Manager, has been issued with a unique security code that has to be quoted every time the ICO is contacted.

5. Use of Data
5.1 Access to data is only granted to relevant staff of The Kingsmead School and information will not be disclosed to any other party without the express permission of the individual or organisation that has supplied the data. The only exception to this is where required by law eg requests from the police or courts or should there be a significant child protection issue – see Confidentiality Policy and Safeguarding Policy.

5.2 The General Data Protection Act (2018) includes provision for individuals and organisations to access data stored about them by making a formal subject access request – see school records policy.

5.3 Information will be released to official qualification awarding bodies and access granted to their officers but only to the extent required to register and accredit qualifications.

6. Information of Rights
6.1 Information will be provided to parents, as part of our induction process, informing them of their rights with regard to information being held about them and their child.

7. Data Retention
7.1 In accordance with the General Data Protection Act (2018), guidance from the Information and Record Management Society Toolkit for Schools and Derby City Document Retention Schedule data, documents will not be retained for longer than necessary. The time of retention will be determined by various factors. See School Records Policy and Derby City Document Retention Schedule.

8. Data Security
8.1 All data held electronically is backed up daily to avoid problems in the case of technical faults. When access to computers is required for repair The Kingsmead School will only use reputable firms, commissioned through official procurement processes and will seek assurance of the security of data during and after the access period.

8.2 Where access to personal data of any kind is granted to any external agency for example external agencies delivering education to young people, a confidentiality statement will be signed by the external agency to ensure compliance with pupil confidentiality and the safeguarding of young people at all times.

8.3 Paper records are held in lockable cabinets to prevent unauthorised access.

8.4 All staff have individual passwords and restricted access to data dependent on roles and responsibilities to ensure data is accessed appropriately.

9. Breach of Data Protection

9.1 In the event of a breach, or a suspected breach, the full details will be sent to the Information Commissioners Officers and an investigation will be carried out by them to establish:

1. If a breach has occurred
2. The level of risk to the affected parties
3. Actions to be taken by them
4. Actions to be taken by us