



HAMSTEAD HALL ACADEMY TRUST



DATA PROTECTION POLICY

- 1 The Academy Trust will comply with:
 - 1.1 The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.
 - 1.2 Birmingham Education Service advice and guidance supplied in the **Data Protection Advice for Schools** flyer and **Data Protection Guidance for Schools** booklet.
 - 1.3 Information and guidance displayed on the Information Commissioner's website (www.dataprotection.gov.uk).
- 2 This policy should be used in conjunction with the academy's **Internet Use Policy**.
- 3 **Data Gathering**
 - 3.1 All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
 - 3.2 Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.
- 4 **Data Storage**
 - 4.1 Personal data will be stored in a secure and safe manner.
 - 4.2 Electronic data will be protected by standard password and firewall systems operated by the academy.
 - 4.3 Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at the reception hatch.
 - 4.4 Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.
 - 4.5 Particular attention will be paid to the need for security of sensitive personal data.
5. **Data Checking**
 - 5.1 The Academy Trust will issue regular reminders to staff and parents to ensure that data held is up-to-date and accurate.
 - 5.2 Any errors discovered would be rectified and, if incorrect information has been disclosed to a third party, any recipients informed of the corrected data.
- 6 **Data Disclosure**
 - 6.1 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.
 - 6.2 When requests to disclose personal data are received by telephone it is the responsibility of the school 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.

personal

- 6.3 If a personal request is made for personal data to be disclosed it is again the responsibility of the academy 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.
- 6.4 Requests from parents or children for printed lists of names of children in particular classes, which are frequently sought at Christmas, should be politely refused as permission would be needed from all the data subjects contained in the list. (A suggestion that the child makes a list of names when the pupils are present in class will resolve the problem).
- 6.5 Personal data will not be used in newsletters, websites or other media without the consent of the data subject.
- 6.6 Routine consent issues will be incorporated into the academy's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the academy.
- 6.7 Personal data will only be disclosed to Police Officers if they are able to supply a WA 170 form which notifies of a specific, legitimate need to have access to specific personal data. This form is the agreed procedure between Birmingham City Council and West Midlands Police.
- 6.8 A record should be kept of any personal data disclosed so that the recipient can be informed if that data is later found to be inaccurate.

7 Subject Access Requests

- 7.1 If the Academy Trust receives a written request from a data subject to see any or all personal data that the academy holds about them this should be treated as a Subject Access Request and the academy will respond within the 40 day deadline.
- 7.2 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 the academy will comply with its duty to respond within the 40 day time limit.

8 This policy will be included in the Staff Handbook

9 Data Protection statements will be included in the academy prospectus and on any forms that are used to collect personal data.

10 CCTV

10.1 The Academy Trust has been registered with the Information Commission re: data protection.

10.2 The system to be used for:

- Personal safety issues
- Deter unauthorised entry to site
- Assist with maintaining appropriate standards of student behaviour

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| Approval date | February 2010 |
| Amended | |
| Date for next review | Autumn Term 2015 |