



## **POLICY STATEMENT DATA PROTECTION**

### **AIM**

To protect the rights and privacy of individuals in accordance with the Data Protection Act.

### **OBJECTIVES**

1. To process certain information about its staff, students and other individuals it has dealings with for administrative purposes.
2. To comply with the law with regard to information about individuals by collecting and using it fairly, storing it safely and securely and not disclosing it to any third parties unlawfully.
3. To apply this Policy to all staff and students at the Academy.
4. To consider any breach of the Data Protection Act of 1998 or Wymondham High Academy's Data Protection Policy as an offence and, in that event, apply the Academy's disciplinary procedures.
5. To expect, as a matter of good practice, other agencies and individuals working with the Academy, and who have access to personal information, to have read and comply with this policy.
6. To act, as a body corporate, as a data controller under the Data Protection Act.
7. To process data in accordance with the eight data protection principles:
  - Personal data shall be processed fairly and lawfully.
  - Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.
  - Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.
  - Personal data shall be accurate and, where necessary, kept up to date.
  - Personal data shall be kept only for as long as necessary.
  - Personal data shall be processed in accordance with the rights of data subjects 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 data.
  - Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **PROCEDURE**

### **Governors**

- endorse and adhere to the Data Protection Policy of the Academy.
- The clerk to the governors will respond on their behalf to requests for information under the Data Protection Act 1998, including Subject Access Requests.

### **The Principal**

- provides support to the Data Protection Officer.

### **The Finance Director**

- acts as the Data Protection Officer for The Academy.
- develops and implements work instructions to ensure compliance with this policy.
- monitors adherence to the Data Protection Policy.
- takes responsibility for the day-to-day data protection matters.
- develops specific guidance notes on data protection issues for members of the Academy.
- notifies the Information Commissioner.

### **The Senior Leadership Team**

- develop and encourage good information handling practices within The Academy.

### **All Staff**

- ensure that all personal data supplied to the Academy is accurate and up-to-date.
- ensure that changes to a student's personal data are given to the Administration Team as soon as possible.
- ensure that all personal data which they hold are kept securely and are not disclosed to any unauthorised third party.

### **Students and Parents:**

- ensure that all personal data supplied to the Academy is accurate and up-to-date.

## **MONITORING**

The organisation and management elements of Data Protection will be monitored by the Finance Director. The Governors' Learning, Teaching and Curriculum Committee will monitor its implementation.

## **REVIEW**

This policy will be reviewed by the Finance Director and the Governors' Learning, Teaching and Curriculum Committee every three years.

**Confirmed by: The Governing Body of Wymondham High Academy**

Signature of Chair: ..... Dated: .....

**Learning Teaching and Curriculum Committee**