



Regents Park Community College

Data Protection Policy



Data Protection Policy

Rationale

This policy covers how Regents Park Community College treat personal information that we collect and receive, including information to use on our website. Personal information is information about you that is personally identifiable such as your name, address, email address or phone number and that is not otherwise publicly available.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be adequate, relevant and not excessive
- 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 for that purpose or those purposes
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
- Personal data shall be kept secure i.e. protected by an appropriate degree of security
- 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 data protection.

General Statement

We are committed to maintaining the above principles at all times. Therefore the school must:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared unless the Data Protection Act provides a reason not to do this. We do this through privacy notices and consent forms
- Check the quality and the accuracy of the information it holds, including student records
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information and student records from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information (including student records), known as Subject Access Requests
- Ensure all staff take steps to protect personal information held by the school and only share it on a need to know basis

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- Ensure all staff share information in a format that is available only to those who need to know.

Complaints

Complaints are dealt with in accordance with the school's complaints policy. Complaints relating to personal information handling may be referred to the Information Commissioner (the statutory regulator), who can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or at www.ico.gov.uk

Monitoring and Evaluation

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Headteacher or nominated representative

Contacts

Any enquires in relation to this policy must be made through the Headteacher's PA who also acts as the contact point for any subject access requests.

Further advice and information is available from the Information Commissioner's Office, www.ico.gov.uk or telephone 01625 5457453