



Our Lady Seat of Wisdom Umbrella Trust

Data Protection Policy

AIMS

To protect the rights and privacy of individuals at St Marie's, St Thomas of Canterbury and St Wilfrid's Catholic Voluntary Academies in accordance with the Data Protection Act.

OBJECTIVES

1. To process certain information about staff, students and other individuals the Academies have 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 Academies.
4. To consider any breach of the Data Protection Act or 1998 or the Academies' Data Protection Policy as an offence and, in the event, apply the Academies' disciplinary procedures.
5. To expect, as a matter of good practice, other agencies and individuals working with the Academies, and who have access to personal information, to have read and comply with this policy.
6. To act, as bodies corporate, as data controllers under the Data Protection Act.
7. To process data in accordance with the eight data protection principles:
 - a. Personal data shall be processed fairly and lawfully.
 - b. Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.
 - c. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.
 - d. Personal data shall be accurate and, where necessary, kept up to date.
 - e. Personal data shall be kept only for as long as necessary.
 - f. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.
 - g. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.
 - h. Personal data shall not be transferred to 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 Umbrella Trust.

Headteachers: provide support to the Data Protection Officer.

The Senior Administrator:

- acts as the Data Protection Officer for the each Academy.
- develops and implements work instruction 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 each Academy.
- notifies the Information Commissioner.

The Senior Leadership Team: develop and encourage good information handling practices within each Academy.

All Staff:

- ensure that all personal data supplied to each Academy are accurate and up-to-date.
- ensure that changes to a pupil'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 any unauthorised third party.

Carers: ensure that all personal data supplied to each Academy are accurate and up-to-date.