



# STEWARDS ACADEMY

<b>Title</b>	<b>Data Protection Policy</b>
<b>Academic Year</b>	<b>December 2018</b>
<b>Originator</b>	<b>AA</b>
<b>Status</b>	<b>Draft</b>
<b>Version</b>	<b>1</b>
<b>Revision History</b>	<b>December 2014 – Approved December 2018 – Reviewed 23<sup>rd</sup> January 2019 – Approved FGB</b>
<b>Pages:</b>	

# Data Protection Policy

# Stewards Academy

## Data Protection Policy

Adopted: 23<sup>rd</sup> January 2019

Review date: December 2020

### Contents

- 1 Policy statement
- 2 About this policy
- 3 Definition of data protection terms
- 4 Data protection officer
- 5 Data protection principles
- 6 Fair and lawful processing
- 7 Processing for limited purposes
- 8 Notifying data subjects
- 9 Adequate relevant and non-excessive
- 10 Accurate data
- 11 Timely processing
- 12 Processing in line with data subject's rights
- 13 Data security
- 14 Data protection impact assessments
- 15 Disclosure and sharing of personal information
- 16 Data processors
- 17 Images and videos
- 18 Changes to this policy

ANNEX Definition of terms

## 1 Policy statement

The Governors at Stewards Academy Trust recognise their responsibility to ensure that they comply with the requirements of Data Protection Law and Article 8 of the Human Rights Act when processing the personal data of living individuals. The Governors will ensure that the organisation, as the Data Controller, adopt and implement governance structures to control how and why personal data is processed. These processes will protect individuals who have shared personal data about themselves with the Academy and enable the 'data processors' to process individual's data in a transparent, fair and lawful manner during the day to day operational running of the Academy.

- 1.1 Everyone has rights with regard to the way in which their **personal data** is handled. During the course of our activities as an Academy Trust we will collect, store and **process personal data** about our pupils, **workforce**, parents and others. This makes us a **data controller** in relation to that **personal data**.
- 1.2 We are committed to the protection of all **personal data** and **special category personal data** for which we are the **data controller**.
- 1.3 The law imposes significant fines for failing to lawfully **process** and safeguard **personal data** and failure to comply with this policy may result in those fines being applied.
- 1.4 All members of our **workforce** must comply with this policy when **processing personal data** on our behalf. Any breach of this policy may result in disciplinary or other action.

## 2 About this policy

- 2.1 The types of **personal data** that we may be required to handle include information about pupils, parents, our **workforce**, and others that we deal with. The **personal data** which we hold is subject to certain legal safeguards specified in the General Data Protection Regulation ('GDPR'), the Data Protection Act 2018, and other regulations (together '**Data Protection Legislation**').
- 2.2 This policy and any other documents referred to in it set out the basis on which we will **process any personal data** we collect from **data subjects**, or that is provided to us by **data subjects** or other sources.
- 2.3 This policy does not form part of any employee's contract of employment and may be amended at any time.
- 2.4 This policy sets out rules on data protection and the legal conditions that must be satisfied when we process **personal data**.

## 3 Definition of data protection terms

- 3.1 All defined terms in this policy are indicated in **bold** text, and a list of definitions is included in the Annex to this policy.

## 4 Data Protection Officer

4.1 As an Academy Trust we are required to appoint a Data Protection Officer (DPO). Our DPO is *Ms Lauri Almond – ECC Information Governance Services*, and they can be contacted at:

- ECC Information Governance Services,  
County Hall,  
Market Road,  
Chelmsford  
CM1 1QH.
- Telephone number 0333 032 2970

4.2 The DPO is responsible for ensuring compliance with the Data Protection Legislation and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the DPO.

4.3 The DPO is also the central point of contact for all **data subjects** and others in relation to matters of data protection.

## 5 Data protection principles

5.1 Anyone **processing personal data** must comply with the data protection principles. These provide that **personal data** must be:

- 5.1.1 **processed** fairly and lawfully and transparently in relation to the **data subject**
- 5.1.2 **processed** for specified, lawful purposes and in a way which is not incompatible with those purposes
- 5.1.3 adequate, relevant and not excessive for the purpose
- 5.1.4 accurate and up to date
- 5.1.5 not kept for any longer than is necessary for the purpose
- 5.1.6 **processed** securely using appropriate technical and organisational measures.

5.2 **Personal data** must also:

- 5.2.1 be **processed** in line with **data subjects'** rights
- 5.2.2 not be transferred to people or organisations situated in other countries without adequate protection.

5.3 We will comply with these principles in relation to any **processing** of **personal data** by the Academy.

5.4

## 6 Fair and lawful processing

- 6.1 Data Protection Legislation is not intended to prevent the **processing** of **personal data**, but to ensure that it is done fairly and without adversely affecting the rights of the **data subject**.
- 6.2 For **personal data** to be **processed** fairly, **data subjects** must be made aware:
- 6.2.1 that the **personal data** is being **processed**
  - 6.2.2 why the **personal data** is being **processed**
  - 6.2.3 what the lawful basis is for that **processing** (see below)
  - 6.2.4 whether the **personal data** will be shared, and if so with whom
  - 6.2.5 the period for which the **personal data** will be held
  - 6.2.6 the existence of the **data subject's** rights in relation to the **processing** of that **personal data**
  - 6.2.7 the right of the **data subject** to raise a complaint with the Information Commissioner's Office in relation to any **processing**.
- 6.3 We will only obtain such **personal data** as is necessary and relevant to the purpose for which it was gathered, and will ensure that we have a lawful basis for any **processing**.
- 6.4 For **personal data** to be **processed** lawfully, it must be **processed** on the basis of one of the legal grounds set out in the Data Protection Legislation. We will normally **process personal data** under the following legal grounds:
- 6.4.1 where the **processing** is necessary for the performance of a contract between us and the **data subject**, such as an employment contract
  - 6.4.2 where the **processing** is necessary to comply with a legal obligation that we are subject to, (e.g the Education Act 2011)
  - 6.4.3 where the law otherwise allows us to **process** the **personal data** or we are carrying out a task in the public interest
  - 6.4.4 where the **processing** is for a legitimate reason other than when we are carrying out a task in the public interest
  - 6.4.5 where none of the above apply then we will seek the consent of the **data subject** to the **processing** of their **personal data**.
- 6.5 When **special category personal data** is being processed then an additional legal ground must apply to that processing. We will normally only **process special category personal data** under following legal grounds:

- 6.5.1 where the **processing** is necessary for employment law purposes, for example in relation to sickness absence
  - 6.5.2 where the **processing** is necessary for reasons of substantial public interest, for example for the purposes of equality of opportunity and treatment
  - 6.5.3 where the **processing** is necessary for health or social care purposes, for example in relation to pupils with medical conditions or disabilities
  - 6.5.4 where none of the above apply then we will seek the consent of the **data subject** to the **processing** of their **special category personal data**.
- 6.6 We will inform **data subjects** of the above matters by way of appropriate privacy notices which shall be provided to them when we collect the data or as soon as possible thereafter, unless we have already provided this information such as at the time when a pupil joins us.
- 6.7 If any **data user** is in doubt as to whether they can use any **personal data** for any purpose then they must contact the DPO before doing so.

#### **Vital Interests**

- 6.8 There may be circumstances where it is considered necessary to **process personal data** or **special category personal data** in order to protect the vital interests of a **data subject**. This might include medical emergencies where the **data subject** is not in a position to give consent to the **processing**. We believe that this will only occur in very specific and limited circumstances. In such circumstances we would usually seek to consult with the DPO in advance, although there may be emergency situations where this does not occur.

#### **Consent**

- 6.9 Where none of the other bases for **processing** set out above apply then the school must seek the consent of the **data subject** before **processing** any **personal data** for any purpose.
- 6.10 There are strict legal requirements in relation to the form of consent that must be obtained from **data subjects**.
- 6.11 When pupils join the Academy a consent form will be required to be completed in relation to them. This consent form deals with the taking and use of photographs and videos of them, among other things. Where appropriate our **workforce** and third parties may also be required to complete a consent form.
- 6.12 In relation to all pupils aged 12 or under we will seek consent from an individual with parental responsibility for that pupil.
- 6.13 We will generally seek consent directly from a pupil who has reached the age of 13, however we recognise that this may not be appropriate in certain circumstances and therefore may be required to seek consent from an individual with parental responsibility.

- 6.14 If consent is required for any other **processing** of **personal data** of any **data subject** then the form of this consent must:
- 6.14.1 inform the **data subject** of exactly what we intend to do with their **personal data**
  - 6.14.2 require them to positively confirm that they consent – we cannot ask them to opt-out rather than opt-in
  - 6.14.3 inform the **data subject** of how they can withdraw their consent.
- 6.15 Any consent must be freely given, which means that we cannot make the provision of any goods or services or other matter conditional on a **data subject** giving their consent.
- 6.16 The SIRO must always be consulted in relation to any consent form before consent is obtained.
- 6.17 A record must always be kept of any consent, including how it was obtained and when.

## 7 **Processing for limited purposes**

- 7.1 In the course of our activities as an Academy, we may collect and **process** the **personal data** set out in our Schedule of Processing Activities. This may include **personal data** we receive directly from a **data subject** (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and **personal data** we receive from other sources (including, for example, local authorities, other schools, parents, other pupils or members of our **workforce**).
- 7.2 We will only **process personal data** for the specific purposes set out in our Schedule of Processing Activities or for any other purposes specifically permitted by Data Protection Legislation or for which specific consent has been provided by the data subject.

## 8 **Notifying data subjects**

- 8.1 If we collect **personal data** directly from **data subjects**, we will inform them about:
- 8.1.1 our identity and contact details as **Data Controller** and those of the DPO
  - 8.1.2 the purpose or purposes and legal basis for which we intend to **process** that **personal data**
  - 8.1.3 the types of third parties, if any, with which we will share or to which we will disclose that **personal data**
  - 8.1.4 whether the **personal data** will be transferred outside the European Economic Area ('**EEA**') and if so the safeguards in place
  - 8.1.5 the period for which their **personal data** will be stored, by reference to our Retention and Destruction Policy

8.1.6 the existence of any automated decision making in the **processing** of the **personal data** along with the significance and envisaged consequences of the **processing** and the right to object to such decision making

8.1.7 the rights of the **data subject** to object to or limit processing, request information, request deletion of information or lodge a complaint with the ICO.

8.2 Unless we have already informed **data subjects** that we will be obtaining information about them from third parties (for example in our privacy notices), then if we receive **personal data** about a **data subject** from other sources, we will provide the **data subject** with the above information as soon as possible thereafter, informing them of where the **personal data** was obtained from.

8.3 In instances where the Academy are provided with third party information in relation to emergency contact information, we would request that the individuals supplying the information obtain the consent from the emergency contacts.

## 9 Adequate, relevant and non-excessive processing

9.1 We will only collect **personal data** to the extent that it is required for the specific purpose notified to the **data subject**, unless otherwise permitted by Data Protection Legislation.

## 10 Accurate data

10.1 We will ensure that **personal data** we hold is accurate and kept up to date.

10.2 We will take reasonable steps to destroy or amend inaccurate or out-of-date data.

10.3 **Data subjects** have a right to have any inaccurate **personal data** rectified. See further below in relation to the exercise of this right.

## 11 Timely processing

11.1 We will not keep **personal data** longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all **personal data** which is no longer required.

## 12 Processing in line with data subject's rights

12.1 We will **process** all **personal data** in line with **data subjects'** rights, in particular their right to:

12.1.1 request access to any **personal data** we hold about them

12.1.2 object to the **processing** of their **personal data**, including the right to object to direct marketing

12.1.3 have inaccurate or incomplete **personal data** about them rectified

12.1.4 restrict **processing** of their **personal data**

- 12.1.5 have **personal data** we hold about them erased
- 12.1.6 have their **personal data** transferred
- 12.1.7 object to the making of decisions about them by automated means. Currently there are no decision processes within the Academy that fully rely on automated means. In the event an automated decision process was used, it is recognised that it would be part of a process which would involve human intervention and not be solely relied on.

### **The Right of Access to Personal Data**

- 12.2 **Data subjects** may request access to all **personal data** we hold about them. Such requests will be considered in line with the school's Subject Access Request Procedure.
- 12.3 The **data subject** can request access to their **personal data** by contacting any member of Academy Governors or staff. Anyone receiving a subject access request must immediately inform either the Headteacher/SIRO or School Business Manager/Information Champion.
- 12.4 The requestor does not have to specify under what legislation they are making a request. It is the Academy's responsibility to correctly identify which legislation applies.
- 12.5 Please refer to the Statutory Requests for Information Policy and the Procedures for Handling Subject Access Requests for more information.

### **The Right to Object**

- 12.6 In certain circumstances **data subjects** may object to us **processing** their **personal data**. This right may be exercised in relation to **processing** that we are undertaking on the basis of a legitimate interest or in pursuit of a statutory function or task carried out in the public interest.
- 12.7 An objection to **processing** does not have to be complied with where the school can demonstrate compelling legitimate grounds which override the rights of the **data subject**.
- 12.8 Such considerations are complex and must always be referred to the DPO upon receipt of the request to exercise this right.
- 12.9 In respect of direct marketing any objection to **processing** must be complied with.
- 12.10 The Academy is not however obliged to comply with a request where the **personal data** is required in relation to any claim or legal proceedings.

### **The Right to Rectification**

- 12.11 If a **data subject** informs the Academy that **personal data** held about them by the Academy is inaccurate or incomplete then we will consider that request and provide a response within one month.

- 12.12 If we consider the issue to be too complex to resolve within that period then we may extend the response period by a further two months. If this is necessary then we will inform the **data subject** within one month of their request that this is the case.
- 12.13 We may determine that any changes proposed by the **data subject** should not be made. If this is the case then we will explain to the **data subject** why this is the case. In those circumstances we will inform the **data subject** of their right to complain to the Information Commissioner's Office at the time that we inform them of our decision in relation to their request.

### **The Right to Restrict Processing**

- 12.14 **Data subjects** have a right to 'block' or suppress the **processing** of **personal data**. This means that the Academy can continue to hold the **personal data** but not do anything else with it.
- 12.15 The Academy must restrict the **processing** of **personal data**:
- 12.15.1 where it is in the process of considering a request for **personal data** to be rectified (see above)
  - 12.15.2 where the Academy is in the process of considering an objection to processing by a **data subject**
  - 12.15.3 where the **processing** is unlawful but the **data subject** has asked the Academy not to delete the **personal data**
  - 12.15.4 where the Academy no longer needs the **personal data** but the **data subject** has asked the Academy not to delete the **personal data** because they need it in relation to a legal claim, including any potential claim against the Academy.
- 12.16 If the Academy has shared the relevant **personal data** with any other organisation then we will contact those organisations to inform them of any restriction, unless this proves impossible or involves a disproportionate effort.
- 12.17 The DPO must be consulted in relation to requests under this right.

### **The Right to Be Forgotten**

- 12.18 **Data subjects** have a right to have **personal data** about them held by the Academy erased only in the following circumstances.
- 12.18.1 Where the **personal data** is no longer necessary for the purpose for which it was originally collected.
  - 12.18.2 When a **data subject** withdraws consent – which will apply only where the Academy is relying on the individuals consent to the **processing** in the first place.

12.18.3 When a **data subject** objects to the **processing** and there is no overriding legitimate interest to continue that **processing** – see above in relation to the right to object.

12.18.4 Where the **processing** of the **personal data** is otherwise unlawful.

12.18.5 When it is necessary to erase the **personal data** to comply with a legal obligation.

The Academy is not required to comply with a request by a **data subject** to erase their **personal data** if the **processing** is taking place:

12.18.6 to exercise the right of freedom of expression or information

12.18.7 to comply with a legal obligation for the performance of a task in the public interest or in accordance with the law

12.18.8 for public health purposes in the public interest

12.18.9 for archiving purposes in the public interest, research or statistical purposes

12.18.10 in relation to a legal claim.

12.19 If the Academy has shared the relevant personal data with any other organisation then we will contact those organisations to inform them of any erasure, unless this proves impossible or involves a disproportionate effort.

12.20 The DPO must be consulted in relation to requests under this right.

### **Right to Data Portability**

12.21 In limited circumstances a **data subject** has a right to receive their **personal data** in a machine readable format, and to have this transferred to another organisation.

12.22 If such a request is made then the DPO must be consulted.

## **13 Data security**

13.1 We will take appropriate security measures against unlawful or unauthorised processing of **personal data**, and against the accidental loss of, or damage to, **personal data**.

13.2 We will put in place procedures and technologies to maintain the security of all **personal data** from the point of collection to the point of destruction.

13.3 Security procedures include:

13.3.1 **Entry controls.** Any stranger seen in entry-controlled areas should be reported to the Facilities Manager/Site Team.

- 13.3.2 **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- 13.3.3 **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required. IT assets must be disposed of in accordance with the Information Commissioner's Office guidance on the disposal of IT assets.
- 13.3.4 **Equipment.** Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.
- 13.3.5 **Working away from the school premises – paper documents.**

Hard copies of documents containing personal data should not be removed from the Academy, except on occasions that they are required for off-site meetings or a pre-agreed specific reason i.e. working from home. Any documents containing personal data should be logged, by the individual removing the information. The reason being that, in the event of a data incident, compromised data can easily be identified including the nature of the data and the data subjects affected.

While offsite, paper documents should be stored securely within the property and not left unattended during transportation; even if locked away, information must not be left unattended in cars.

13.3.6 **Working away from the school premises – electronic working.**

Academy owned electronic devices including laptops and tablets must be encrypted and protected, prior to accessing and storing personal data. All files and folders are to be stored on OneDrive to add an additional level of security and to ensure that important information is backed up appropriately. No sensitive academy data is to be stored on a hard drive and no other cloud storage is permitted. Furthermore, the Academy's policy is explicit that USB drives must not be used for the purpose of storing personal data. Employees must not store personal, sensitive or confidential data on their own equipment – this extends to personal cameras, mobile phones and other similar devices. If employees choose to access Academy networks from their own devices i.e. e-mail or OneDrive then the employee is responsible and accountable for ensuring no family member can view or access any information stored by the Academy. Please refer to the Academy Code of Conduct.

While offsite, electronic devices should be stored securely within the property and not left unattended during transportation; even if locked away, devices must not be left unattended in cars.

**Document printing.** Documents containing **personal data** must be collected immediately from printers and not left on photocopiers. Confidential printing should be forwarded to a photocopier where it can be released by logging on to the copier or use of the employee's identity pass card.

13.4 Any member of staff found to be in breach of the above security measures may be subject to disciplinary action.

## 14 **Data Protection Impact Assessments**

14.1 The Academy takes data protection very seriously, and will consider and comply with the requirements of Data Protection Legislation in relation to all of its activities whenever these involve the use of personal data, in accordance with the principles of data protection by design and default.

14.2 In certain circumstances the law requires us to carry out detailed assessments of proposed **processing**. This includes where we intend to use new technologies which might pose a high risk to the rights of **data subjects** because of the types of data we will be **processing** or the way that we intend to do so.

14.3 The Academy will complete an assessment of any such proposed **processing** and has a template document which ensures that all relevant matters are considered.

14.4 The DPO should always be consulted as to whether a data protection impact assessment is required, and if so how to undertake that assessment.

## 15 **Disclosure and sharing of personal information**

15.1 We may share **personal data** that we hold about **data subjects**, and without their consent, with other organisations. Such organisations include the Department for Education and Education and Skills Funding Agency ESFA, Ofsted, health authorities and professionals, the Local Authority, examination bodies, other schools, and other organisations where we have a lawful basis for doing so.

15.2 The Academy will inform **data subjects** of any sharing of their **personal data** unless we are not legally required to do so, for example where **personal data** is shared with the police in the investigation of a criminal offence.

15.3 In some circumstances we will not share safeguarding information. Please refer to our Child Protection Policy.

15.4 Further detail is provided in our Schedule of Processing Activities.

## 16 **Data processors**

16.1 We contract with various organisations who provide services to the Academy including:

16.1.1 Payroll Providers, School Meal payment systems, ParentPay, ParentMail, Capita SIMS - Student and Employee Management Information System(s), curriculum programmes i.e. ClassCharts, Tassomai, My Maths, Maths Mastery, Renaissance, Doodle, I-Achieve, school trip providers including EVOLVE, school photographers, Every (premises reporting system – staff).

16.2 In order that these services can be provided effectively we are required to transfer **personal data** of **data subjects** to these **data processors**.

16.3 **Personal data** will only be transferred to a **data processor** if they agree to comply with our procedures and policies in relation to data security, or if they put in place adequate measures themselves to the satisfaction of the Academy. The Academy will always undertake due diligence of any **data processor** before transferring the **personal data** of **data subjects** to them.

16.4 Contracts with **data processors** will comply with Data Protection Legislation and contain explicit obligations on the **data processor** to ensure compliance with the Data Protection Legislation, and compliance with the rights of **Data Subjects**.

## 17 Images and videos

17.1 Parents and others attending Academy events can take photographs and videos of school events for domestic purposes (but not generally during an actual performance which could obscure the view of others). The Academy does not prohibit this as a matter of policy.

17.2 The Academy does not however agree to any such photographs or videos being used for any other purpose, but acknowledges that such matters are, for the most part, outside of the ability of the Academy to prevent.

17.3 The Academy asks that parents and others do not post any images or videos which include any child other than their own child on any social media or otherwise publish those images or videos.

17.4 As an Academy we want to celebrate the achievements of our pupils and therefore may want to use images and videos of our pupils within promotional materials, or for publication in the media such as local, or even national, newspapers covering school events or achievements. We seek the consent of pupils, and their parents through the Home School Agreement or via specific consent dependent on the nature of the activity, before allowing the use of images or videos of pupils for such purposes.

17.5 Whenever a pupil begins their attendance at the Academy they, or their parent where appropriate, will be asked to complete a consent form in relation to the use of images and videos of that pupil. We will not use images or videos of pupils for any purpose where we do not have consent.

18 **CCTV**

18.1 The Academy operates a CCTV system. Please refer to the Academy Surveillance Management Procedure.

19 **Changes to this policy**

We may change this policy at any time. Where appropriate, we will notify **data subjects** of those changes

**ANNEX**  
**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Data	Information which is stored electronically, on a computer, or in certain paper-based filing systems.
Data Subjects	For the purpose of this policy include all living individuals about whom we hold personal data. This includes pupils, our workforce, staff, and other individuals. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information.
Personal Data	Any information relating to an identified or identifiable living natural person (a data subject); an identifiable living natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
Data Controllers	The people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with Data Protection Legislation. We are the data controller of all personal data used in our business for our own commercial purposes.
Data Users	Those of our workforce (including governors and volunteers) whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times.
Data Processors	Any person or organisation that is not a data user that processes personal data on our behalf and on our instructions.
Processing	Any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Processing also

	includes transferring personal data to third parties.
Special Category Personal Data	Information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or biometric data.
Workforce	Includes any individual employed by the Academy such as staff and those who volunteer in any capacity including governors [and/or trustees / members/ parent helpers].