



Data Protection Policy

Introduction

Personal Data

All personal data is to be managed in accordance with the Data Protection Act 1998. The Academy is a Data Controller for the purposes of the Act and has registered with the Information Commissioner

The Academy processes personal data for these purposes:-

- Education,
- Welfare and Educational Support and ancillary purposes,
- Administer school property/Maintaining our own accounts and records,
- Staff, agent and contractor administration,
- Advertising Marketing, public relations, general advice,
- CCTV is also used for security and prevention and detection of crime,

This data protection policy covers personal data collected for the above purposes whoever the personal data belongs to.

Data is Personal Data if it relates to an individual and the individual can be identified from that data. It is caught by the act if it is filed, electronically stored or processed.

Sensitive Personal data

This is information about an individual's:

- Race/ ethnicity
- Religious beliefs or those of a similar nature
- Political views
- Trade Union membership
- Physical or mental health
- Sexual life/orientation
- Commission or allege commission of any offence or any related court proceedings
- Financial details
- Vetting checks
- Visual Images, personal appearance and behaviours

Management of Data

The Academy is responsible for making sure that personal data is managed in accordance with the Data Protection Act. The day to day management of this is designated to the Office Manager but all staff are responsible for ensuring that they read this policy and comply with it and the Data Protection Act 1998. Where a member of staff has particular responsibility for data compliance, they should make sure they understand



their role. Staff are made aware that knowingly or recklessly disclosing personal data may be a criminal offence and that internal disciplinary procedures will be followed if a member of staff commits a data breach.

The school will:

- Seek to ensure that no personal data is collected unless it is necessary,
- Make sure that appropriate procedures and checks are in place to ensure compliance,
- Evaluate the efficacy of the above procedures,
- Ensure that explicit consent is given to any collection of sensitive personal data,
- Ensure that the school's/academy's notification to the ICO is kept up to date,
- Make sure that personal data in manual files is stored securely in locked filing cabinets with access restricted to designated members of staff and that electronically held personal data is stored securely, again with access restricted to designated members of staff,
- Send a letter to employees each year informing them of the data held about them, including the type of data, where it came from, who has access to it and why it is held. They will also be informed of their right to access the data and correct any inaccuracies,

Disclosure of data

Personal data will only be disclosed to third parties in two circumstances:

- Where the data subject has given consent (or in the case of a child, their parent or guardian)
- Where the Academy/School is required by law to disclose it.

The academy/school will take reasonable steps to confirm the identity of a third party requesting personal data.

Where a person wishes to access their own data, they must make a request in writing. The Principal will check the identity of the requester and respond within 40 days. The request may be refused in whole or in part if the school/academy has legal grounds not to comply with the request in full. Where a request is turned down, reasons for the refusal will be given.

Recruitment

It will be necessary for the academy to collect information from candidates applying for a position within the academy. The application form will ask for information relevant to the position applied for and the applicant's explicit consent obtained, both for the data revealed by them and for any request which will be submitted to a third party for personal data about the applicant. The applicant will be informed of:

- Why the academy collects the information
- How long it will be kept
- The security in place to protect the information
- How the application will be processed
- How the information given will be verified



PRIVACY NOTICE

*Students and Pupils ,Employees, Professional Experts and Advisers, Members of School Boards
and Children in Early Years*

Privacy Notice - Data Protection Act 1998

We **Lowbrook Academy** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact **Mrs Kate Bailey, School Office Manager**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings. This footnote can be removed where Local Authorities collect such attendance information for their own specific purposes.



www.rbwm.gov.uk and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
Berkshire
SL6 1RF

Website: www.rbwm.gov.uk

Telephone: 01628 683800

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Related Policies

Appraising Teacher Performance
Freedom of Information Act 2000

The Governing Body approved this policy on date: **25th November 2016**

Signed:

Chair of Governors

Signed:

Executive Principal