

Data Protection Policy

01/05/2018

Version Control

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1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values:

Our aim:

To create centres of educational excellence that inspire all pupils to turn their potential into performance

To achieve this our schools will:

Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions

Deliver the highest quality learning opportunities facilitated by excellent teachers

Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society **The Trust will support our schools**

by:

Maximising the resources and expertise available to individual schools

Providing a platform for the sharing of excellent practice

Challenging and developing staff to turn their potential into performance

1.1 Aims and Scope

Our Trust aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

1.2 Other Linked Policies and Documents

- Freedom of information policy and publication scheme
- Online safety policy
- ICT acceptable usage
- Safeguarding and Child Protection policy
- Privacy notices

1.3 Legislation and Guidance

This policy and its associated guidance and procedures meets the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests.

It meets the requirements of the Protection of Freedoms Act 2012 when referring to our use of biometric data.

It also reflects the ICO's code of practice for the use of surveillance cameras and personal information.

2. Policy Statement

The Trust and its schools will comply with its obligations to manage data in line with its statutory obligations.

This policy applies to all personal data, regardless of whether it is in paper or electronic format. The way the Trust implements this is set out in 'GDPR Guidance and Procedures' and the relevant privacy notices.

3. GDPR Guidance and Procedures

The way the Trust implements this policy is set out in the 'GDPR Guidance and Procedures' which covers the following:

- The data controller roles and responsibilities
- Data protection principles
- Collecting and sharing personal data
- Subject access requests and other rights of individuals
- Parental requests to see the educational record
- Biometric recognition systems
- CCTV
- Photographs and videos
- Data protection by design and default
- Data security and storage of records
- Disposal of records
- Training
- Monitoring arrangements
- Personal data breach procedure