

# CARDINAL NEWMAN CATHOLIC HIGH SCHOOL

## Data Protection Policy

### Introduction

The school collects and uses certain types of personal information about staff, pupils, parents and other individuals who come into contact with the school in order to provide education and associated functions. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of the Diocese, Local Authority, government agencies and other bodies.

This policy is intended to ensure that personal information must be dealt with properly and securely and in accordance with the Data Protection Act 1998 and other related legislation. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.

### Data Protection Principles

The Eight Data Protection Principles as laid down in the 1998 Data Protection Act must be followed at all times:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless-
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. 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 protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **Our Commitment**

The school is committed to maintaining those data protection principles at all times. This means that the school will:

- Tell parents/staff what purposes we will use information for when we collect it.
- If information will be shared, reasons why, with whom and under what circumstances will be explained
- Check the quality and accuracy of the information we hold
- Ensure that when information is authorised for disposal it is done appropriately
- Ensure appropriate security measures to safeguard personal information whether that is held in paper files or on our computer system
- Share personal information with others when it is necessary and legally appropriate to do so
- Set out clear procedures for responding to requests for access to personal information known as subject access in the Data Protection Act
- Train our staff so that they are aware of our policies and procedures.
- This policy will be updated as necessary to reflect best practice or amendments made to the Data Protection Act 1998.

### **Complaints**

Complaints under this policy should be made to the Chair of the Governing Body who will decide if it is appropriate for the complaint to be dealt with under the Complaints Procedure.

Reviewed September 2011