



University Academy Keighley

Data Protection Policy

'Inspiring Education in the Bradford District'

CONTENTS

1. Introduction	2
2. Data Gathering	2
3. Data Storage	2
4. Data Checking	3
5. Data Disclosures	3
6. Subject Access Requests	4
7. Monitoring and Review	4
8. Approved by Governing Body and Review Date	4

1 Introduction

University Academy Keighley believes that all data needs to be held securely, stored safely and only used for the purpose intended. To ensure that that this is the case the Academy will comply with:

- The terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.
- Information and guidance displayed on the Information Commissioner's website visit www.ico.gov.uk.

In addition we will endeavour to follow the following principles to ensure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

2 Data Gathering

- All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

3 Data Storage

- Personal data will be stored in a secure and safe manner.
- Electronic data will be protected by standard password and firewall systems operated by the Academy.

- Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at reception.
- Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.
- Particular attention will be paid to the need for security of sensitive personal data.

4 Data Checking

The Academy will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.

Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

5 Data Disclosures

Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.

When requests to disclose personal data are received by telephone it is the responsibility of the Academy to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, to ensure the possibility of fraud is minimised.

If a personal request is made for personal data to be disclosed it is again the responsibility of the Academy to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.

Requests from parents or children for printed lists of the names of children in particular classes should be politely refused.

Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

Routine consent issues will be incorporated into the Academy's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the Academy.

Personal data will only be disclosed to Police Officers if they are able to supply a relevant document which notifies of a specific, legitimate need to have access to specific personal data.

A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

6 Subject Access Requests

If the Academy receives a written request from a data subject to see any, or all personal data that the Academy holds about them this should be treated as a legitimate request and the Academy will respond within the recommended 20 day deadline.

Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the Academy will comply with its duty to respond within the 20 day time limit.

7 Reviewing and Monitoring of the Policy

This policy will be reviewed on an annual basis and amended for any changes as appropriate.

8 Approved by Governing Body

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting.

Signed: _____
(Chair of Governing Body)

Date: 11.7.2011

Review date: 11.7.2012