

Mountjoy School

Data Protection Policy

October 2018



Plan reviewed by SLT:

October 2018

Date of next review:

October 2019

Introduction

The General Data Protection Regulation 2018 (GDPR) replaces the Data Protection Act 1998 (DPA). The GDPR regulates how personal information relating to natural persons is managed. It applies to anyone holding data about individuals electronically and in manual records. The regulation lays down detailed conditions for processing and controlling of personal data. It gives individuals the right to access information held about them.

Purpose

The purpose of this policy is to ensure that Mountjoy School (the school) and anyone who processes data on behalf of the school, including governors, staff, volunteers, contractors or others who process or use any personal information on behalf of the school must ensure that they understand their roles and responsibilities in relation to the GDPR and follow these principles at all times. In order to ensure that this happens, the school has developed this Data Protection Policy.

Statement of Policy

The school fully endorses and adheres to the principles of Data Protection, as set out in the GDPR these can be found in the GDPR Article (5). These principles can be summarised as

- lawfulness, fairness and transparency
- purpose limitation
- data minimisation
- accuracy
- storage limitation
- integrity and confidentiality

The school processes relevant personal information in the delivery of its services. This includes pupils, current, past and prospective employees, suppliers, parents/carers, agencies and others with whom it communicates. The school may share information provided to it internally and with other government agencies, including bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

Failure to adhere to this policy may result in a financial loss and/or reputational damage to the school and staff may be subject to legal or disciplinary action for non-compliance with the policy.

Personal data

The full definition of Personal Data is given in Article 4 of the GDPR.

In its simplest terms, personal data is any data that can be used to identify a 'natural person' or an individual.

'Special categories' of Personal Data

The GDPR (Article 9) requires that controlling or processing special categories of personal data without a lawful basis, or explicit consent for one or more specified purposes is prohibited. Those special categories are:

- Racial or ethnic origin

- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data & biometric data for the purpose of uniquely identifying an individual
- Health
- Sex life or sexual orientation
- Criminal convictions and offences require control of official authority

Handling Personal Data

In order to comply with the GDPR, all governors and staff of Mountjoy School, through appropriate management and strict application of criteria and controls will:

- Observe our legal obligations fully.
- Provide adequate security measures to protect personal data.
- Ensure everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Ensure staff training needs are assessed and provide adequate training to staff responsible for controlling and processing personal data.
- Ensure everyone accessing personal data knows where to find guidance
- Ensure Data Protection queries are dealt with promptly and efficiently
- Regularly review our data protection policies and procedures.
- Ensure data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of special categories of personal data will be in compliance with approved procedures.
- Ensure that the rights of data subjects about whom information is held can be fully exercised under Articles (14) – (22) the GDPR, including the rights:
 - to be informed.
 - of access.
 - rectification
 - erasure.
 - restrict processing.
 - data portability.
 - object.
 - in relation to automated decision making and profiling.

Identification of Roles and Responsibilities

In summary:

A Data subject is an individual who is the subject of personal data.

A Data controller is a person or an organisation who determines the purposes and the manner in which any personal data is processed.

A Data processor is any person who processes the data on behalf of the data controller.

Data processing (in relation to information or data) is the collection, recording and/or holding the information and carrying out any actions using it.

Data Protection Officer. The Data Protection Officer is: Mrs Sarah Case and be contacted via the school office

Mountjoy School is the data controller under the GDPR and is therefore ultimately responsible for ensuring compliance with all legislation. It is also the school's responsibility as a data controller to make all employees aware of their individual responsibilities.

The school will:

- Carry out compliance checks to ensure adherence, throughout the authority, with the GDPR
- Monitor adherence to this policy through a cycle of review

ICO Notification

Notification is the process by which Mountjoy School informs the Information Commissioner (ICO) of certain details about its processing of personal information. These details are available to the public for inspection via the ICO's website.

It is currently a statutory requirement that the school renews its notification on an annual basis and, in the interim, notifies the ICO of any amendment within 28 days. Failure to do so is a criminal offence.

Responsibility for submitting the notification to the Information Commissioner has been designated to the Data Protection Officer. To this end, any changes made between reviews must immediately be brought to the attention of the Data Protection Officer.

The school's ICO registration number is ZA355737.

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Policy Review

This policy will be reviewed on an annual basis to ensure that it continues to meet the requirements of the school and the current legislation, or as part of service provision restructure.

Appendices

GDPR staff summary sheet

Retention Schedule

Privacy notices