

## DATA PROTECTION POLICY



THE MARSH ACADEMY

### AIMS:

To protect the rights and privacy of individuals in accordance with the Data Protection Act.

### OBJECTIVES:

1. To process certain information about its staff, students and other individuals it has dealings with for administrative purposes.
2. To comply with the law with regard to information about individuals by collecting and using it fairly, storing it safely and securely and not disclosing it to any third parties unlawfully.
3. To apply this Policy to all staff and students at The Academy.
4. To consider any breach of the Data Protection Act of 1998 or The Marsh Academy's Data Protection Policy as an offence and, in that event, apply The Academy's disciplinary procedures.
5. To expect, as a matter of good practice, other agencies and individuals working with The Academy, and who have access to personal information, to have read and comply with this policy.
6. To act, as a body corporate, as a data controller under the Data Protection Act.
7. To process data in accordance with the eight data protection principles:
  - i. Personal data shall be processed fairly and lawfully.
  - ii. Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.
  - iii. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.
  - iv. Personal data shall be accurate and, where necessary, kept up to date.
  - v. Personal data shall be kept only for as long as necessary.
  - vi. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.
  - vii. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.
  - viii. 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.

### Procedure:

Governors:

Endorse and adhere to the Data Protection Policy of The Academy.

The Principal:

Provide support for the Data Protection Officer.

The Senior Administrator:

- Act as the Data Protection Officer for The Academy.
- Develop and implement work instructions to ensure compliance with this policy.
- Monitor adherence to Data Protection Policy
- Take responsibility for the day-to-day data protection matters

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Governors:

To be reviewed:

- Develop specific guidance notes on data protection issues for members of The Academy.
- Notification to the Information Commissioner.

The Senior Leadership Team:

- Develop and encourage good information handling practices within The Academy.

All Staff:

- Ensure that all personal data supplied to The Academy are accurate and up-to-date.
- Ensure that changes to a student's personal data are given to the Administration Team as soon as possible.
- Ensure that all personal data which they hold are kept securely and are not disclosed to any unauthorised third party.

Students and Parents:

- Ensure that all personal data supplied to The Academy are accurate and up-to-date.