

GDPR Data Protection Policy

Kingskerswell Church of England Primary School

Adopted Date: 27th November 2018

Last reviewed: 11th November 2019

Review Date: 11th November 2020



1. Introduction

- 1.1. This Data Protection Policy sets out how the School handles the personal data processed by the School. We process personal data about school staff, pupils, parents, governors and Trustees. Further information about the personal data we process can be found in our Privacy Notices which are available in reception and on our school website.
- 1.2. This Policy applies to all School employees, Governors and Trustees. You must read, understand and comply with this Policy when processing personal data on behalf of the School.
- 1.3.1.1 Please contact the School Data Protection Officer with any questions about the operation of this policy or the GDPR or if you have any concerns that this Policy is not being or has not been followed.

2. What is Personal Information?

- 2.1. Personal information is defined as data which relates to a living individual who can be identified from that data, or other information held. Personal information can therefore include staff and pupil records, names and addresses, examination marks, references, sensitive data, personnel and much more.

3. Data Protection Principles

- 3.1. Anyone processing personal data must comply with the principles of data processing as set out in the GDPR. These provide that personal data must be:
 - a) processed lawfully, fairly and in a transparent manner;
 - b) collected only for specified, explicit and legitimate purposes;
 - c) adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
 - d) accurate and where necessary kept up to date;
 - e) not to be kept in a form which permits identification for longer than is necessary for the purpose for which the data is processed;
 - f) processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage;

- g) not be transferred to other people or organisations situated in countries without appropriate safeguards taking place;
- h) made available to data subjects and so as to allow data subjects to exercise their rights and requests.

4. Transparency

The GDPR requires the school to provide detailed, specific information to data subjects depending on whether the information was collected directly from data subjects or from elsewhere. This information is available in our Privacy Notices. Our Privacy Notices set out how we will use, process, disclose, protect and retain personal data.

5. Data Subjects Rights and Requests

Data subjects have rights when it comes to how we handle their personal data. These include rights to:

- (a) withdraw consent to processing at any time;
- (b) receive certain information about the Trust's processing activities;
- (c) request access to their personal data that we hold;
- (d) prevent our use of their personal data for direct marketing purposes;
- (e) ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- (f) restrict processing in specific circumstances;
- (g) challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- (h) request a copy of an agreement under which personal data is transferred outside of the EEA;
- (i) object to decisions based solely on automated processing, including profiling;
- (j) prevent processing that is likely to cause damage or distress to the data subject or anyone else;
- (k) be notified of a personal data breach which is likely to result in high risk to their rights and freedoms;
- (l) make a complaint to the supervisory authority;
- (m) in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format;

You must verify the identity of an individual requesting data under any of the rights listed above (do not allow third parties to persuade you into disclosing personal data without proper authorisation).

You must immediately forward any request for personal data you receive to the school or DPO.

6. Reporting a Personal Data Breach

The GDPR requires us to notify any personal data breach to the applicable regulator and, in certain instances, the data subject.

We have put in place procedures to deal with any suspected personal data breach and will notify data subjects or any applicable regulator where we are legally required to do so.

If you know or suspect that a personal data breach has occurred, do not attempt to investigate the matter yourself. Immediately contact DPO. You should preserve all evidence relating to the potential Personal Data Breach.

7. Data Security

The School has put in place appropriate procedures and measures to protect the personal data we process. These include:

- a) All visitors to the School must be signed in and will be issued with a visitor's pass. If you notice a stranger on premises without a visitor's badge, please report your concern to the school;
- b) Confidential Waste is shredded by the school or an approved confidential waste company;
- c) Home Working, when handling confidential data is secure at all times and meets guidelines. Sensitive data is prohibited from being taken from site unless for the purpose of a meeting off site
- d) Laptops and computers are encrypted to increase security;

8. Photographs and Videos

The School will gain consent from the parent/carer when the child starts school for photographs and videos by the School. Our consent form will set out the different uses we may have for the photographs and videos and individuals can opt to consent for each, some of, or none of the proposed uses. There will be further consents upon individual events/trips.

Parents, guardians and others attending events are permitted to take photographs and videos for domestic purposes. However, the School does not agree to photographs or videos being used for other purposes. Parents, guardians and others are requested not to post images or videos which include other children on any form of social media such as Facebook, Twitter and Instagram.

9. Data Protection Officer

The school Data Protection Officer (DPO) and they can be contacted on admin@kingskerswell.devon.sch.uk

Appendix 1

GDPR Policy Declaration

To be complete by all employees, agency staff, contractors and other relevant staff who process personal data on behalf of Devon County Council.

Managers must keep a copy of the signed Declaration on the employees central personnel or other relevant and accessible file for non employees.

Declaration

I confirm that I have read, understood and will adhere to Devon County Council's GDPR Policy.

Signed _____

Printed _____

Line Manager's Name _____

Phase _____

Service _____

Date _____