



# DROYLSDEN

## Academy

### Data Protection Policy

- 1 The Academy will comply with:**
  - 1.1 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.
  - 1.2 Tameside Children's Services advice and guidance on Data Protection.
  - 1.3 Information and guidance displayed on the Information Commissioner's website ([www.dataprotection.gov.uk](http://www.dataprotection.gov.uk))
- 2 This policy should be used in conjunction with the Academy's Internet Use Policy.**
- 3. Data Gathering**
  - 3.1 All personal data relating to staff, students or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
  - 3.2 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.
- 4. Data Storage**
  - 4.1 Personal data will be stored in a secure and safe manner.
  - 4.2 Electronic data will be protected by standard password and firewall systems operated by the Academy.
  - 4.3 Computer workstations in administrative areas will be positioned so that they are not visible to casual observers waiting either in the office or at the reception hatch.
  - 4.4 Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.

*Throughout this policy, the term "parents" means all those having parental responsibility for a child*

4.5 Particular attention will be paid to the need for security of sensitive personal data.

## 5. Data Checking

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

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

## 6. Data Disclosures

6.1 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.

6.2 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, preferably via a switchboard, to ensure the possibility of fraud is minimised.

6.3 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.

6.4 Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, should be politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the students are present in class will resolve the problem.)

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

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

6.7 Personal data will only be disclosed to Police Officers if they are able to supply a WA170 form which notifies of a specific, legitimate need to have access to specific personal data.

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- 6.8 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.

## **7 Subject Access Requests**

- 7.1 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 Subject Access Request and the school will respond within the 40 day deadline.

- 7.2 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 40 day time limit.

## **8 Data Protection statements will be included in the Academy Prospectus and on any forms that are used to collect personal data.**

## **9 Monitoring, Evaluation and Review**

- 9.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

## **Appendices**

- Appendix one: Photographing or filming students on Academy premises.
- Appendix Two: Information Request Form

## APPENDIX ONE

# DROYLSDEN ACADEMY

## PHOTOGRAPHING OR FILMING STUDENTS ON ACADEMY PREMISES

### Information for Parents

#### Procedures

Students may be filmed or photographed on Academy premises for a variety of reasons including recording of curricular activities, events such as Academy concerts or plays, or for Academy publicity material, for example, the Academy website. The photographs or film may or may not be accompanied by details about the student such as name, age, year group or general home location.

Where filming of students under the School Leaving Age is taking place through a media company, that company must already obtain the permission of the student's parent under Performance Licensing legislation. Having regard to Data Protection, Child Protection principles and the basic principle of parental consent to activities relating to their children, it has now been agreed that any official photographing or filming of children where the images might be for public consumption (i.e. media, website or official Academy videos) should only take place in Academy premises or grounds with the prior written consent of parents.

This policy relates to official Academy photos or filming or official requests made to the Academy. You will recognise that there are certain situations which might in practice be out of the Academy's control (e.g. another parent inadvertently capturing an image of your child at an Academy sports day.) If you have specific concerns about this, you should discuss these with your child's tutor.

To ensure that the Academy has the optimum flexibility to allow filming which you would support, we are seeking your views on such activities in advance of their taking place. You have the options of:

- (i) agreeing to photographs of your child appearing in any publication or form (i.e. on the Academy internet site) approved by the Principal;
- (i) not agreeing to photographs or film of your child appearing in any form;
- (ii) agreeing to photographs or film of your child being used only in certain ways (which you can specify)

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- (iii) advising the Academy whether you are happy for Academy-approved information about your child to accompany any photographs or film - or whether you wish to restrict it.

Once completed, your preferences will be retained in the Academy file and will remain in force (transferring between schools as appropriate) until you revoke it. If you wish to change your mind at any time, complete a new form, indicating your revised preference.

**This policy has been ratified by the Governing Body**

**of Droylsden Academy at their meeting on: .....**

**Signed by Chair of Governors .....**  
**(on behalf of the Governing Body)**

**Signed by Principal.....**

## DROYLSDEN ACADEMY

### Indication of Parent's Preference

Academy	
Student Name	
Date of Birth	
Address	

Parent's Declaration of Preference	(Please insert tick or information in this column as appropriate)
I agree to photographs or film of my child appearing in any publication or form approved by the Principal including the Academy website (if applicable)	
I agree to photographs or film of my child appearing only in the following publications or circumstances (give details)	
I do not agree to photographs or film of my child appearing in any circumstances	
I agree to the following information being associated with my child's photograph or image at the discretion of the Principal (please specify e.g. name, age, class, home location, prizes won etc) or say NONE as appropriate	

Signed	
Name (Block Capitals)	

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Relationship to Child	
Date	

APPENDIX TWO

DROYLSDEN ACADEMY

INFORMATION REQUEST FORM

Name	
Address	
Telephone	
Email	
Details of information Requested (Please provide sufficient detail to enable the Academy to identify the information you want).	
Please specify the format you wish the information to be made available in i.e. hard copy/other (please specify)	
Signature of Applicant	
Date	

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