



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.ico.go.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 an 819S form which notifies of a specific, legitimate need

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to have access to specific personal data. Parent/carer is informed before personal data is disclosed except in C.P. circumstances.

- 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. See Appendix Two.

- 7.3 Data Protection Good Practice notes are available on the Information Commissioner's website - www.ico.gov.uk

- 8 Data Protection information is available on the Academy website and is included 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: Consent Form for the Usage of Photographs
- Appendix Two: Information Request Form
- Appendix Three: Form 819S (Greater Manchester Police) Request for Disclosure of Personal Information

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APPENDIX ONE Consent Form for Usage of Photographs

Student Name:

Year Group:

Learning Tutorial:

Date of Birth:

Name of parent/carer:

Address:

Contact phone number:

Occasionally, we may take photographs of the students at the Academy. We may use these images in our prospectus, in other printed publications that we produce as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Your child may participate in curriculum work that involves recording images or video. Also, CCTV is in operation in certain school grounds for crime prevention and public safety.

From time to time, the Academy may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may subsequently appear in local or national newspapers or on television.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown.

If we do not receive a reply by _____ we will assume you give consent. Please circle your answer.

- Yes / No May we use your child's photograph in the Academy's prospectus and other printed publication that we produce for promotional purposes?
- Yes / No May we use your child's image as part of curriculum work?
- Yes / No May we record your child's image as part of video for curriculum purposes?
- Yes / No May we combine your child's name with their image in Academy publications such as the Newsletter?
- Yes / No May we record your child's image on webcam?
- Yes / No Are you happy for your child to appear in the media?
- Yes / No May we use your child's image on our website? (Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.)
- Yes / No May Tameside Council use your child's image on their website?
- Yes / No Are you happy for your child's image to be used by Tameside Council for use in their publications?

Parent/Carer's Signature:

Print Name:

Date:

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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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GREATER MANCHESTER POLICE
Request for Disclosure of Personal Information

Chester House, Boyer Street, Manchester, M16 0RE

To:

- 1) The following request is required to assist in enquiries that are concerned with the prevention of terrorism and safeguarding national security. I can confirm that this request complies with the following non-disclosure provisions provided by the Data Protection Act 1998:

Data Protection Act 1998 - Section 28(1) (National Security)

Data Protection Act 1998 - Section 29(3) (Crime Exemption)

(a) the prevention or detection of crime, and/or

(b) the apprehension or prosecution of offenders.

- 2) Please provide information concerning the following individual:

- 3) I require the following information:

- 4)* The information sought is required for the following purpose:
* Where details are NOT SUPPLIED a Senior Officer not below the rank of Superintendent will sign this form.

- 5) I can confirm that the information that you provide will be held in the strictest confidence and will not be further processed beyond national security or serious crime purposes. I have substantial grounds for believing that failure to disclose the required information will be likely to prejudice my enquiries and can confirm that the details supplied on this form are, to the best of my knowledge, correct. I am aware of the provisions of Section 55 of the Data Protection Act 1998, regarding the unlawful obtaining of personal data.

Investigating Officer:

Rank/Number: Name: Signed:

Contact Number: Fax Number :

Authorising Officer:

Signed: Rank/Number:

This application must be authorised by an officer senior to the requesting officer and of a rank no lower than Inspector.

A copy of this form must be retained in accordance with force policy. Provide one copy to the Data Controller providing the information, retain a copy with case papers and send (or fax) a copy to the Data Protection Unit, Chester House.

In order to maintain confidentiality and therefore safeguard national security, this request should be treated in confidence. Please store this form within a secure environment, restrict access to staff who legitimately require access and, if you are required to further process this form (i.e. subject access, other disclosures) please seek consent of the Investigating Officer.

RESTRICTED – NATIONAL SECURITY

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