



## **Data Protection Policy**

This document is a statement of the aims and principals of the School, for ensuring the confidentiality of sensitive information relating to staff, pupils, parents and trustees.

### **Introduction**

Values Academy needs to keep certain personal information about its employees, pupils and other users to allow it to monitor performance, achievements, and health and safety, for example it is also necessary to access, use and share that information so that staff can be recruited and paid, courses organised and legal obligations to funding bodies and government complied with. To comply with the law, information must be collect and used fairly, stored safely and not disclosed to any other person unlawfully. To do this Values Academy must comply with the Data Protection Principles which are set out in the Data Protection Act (1998) and the General Data Protection Regulation (GDPR) May 2018.

New regulations demand higher transparency and accountability in how we manage and use personal data. It also supports new and stronger rights for individuals to understand and control that use as detailed in our 'Privacy statements'

### **Data Gathering**

All personal data relating to staff, pupils, parents/carers and outside agencies with whom we have contact whether held on computer or paper files are covered by the Act and GDPR. Values Academy adheres to the eight principles of the act as detailed below.

1. Information is obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Information is obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant, and not excessive for that purpose
4. Be accurate and kept up to date
5. Not be kept for longer than is necessary for that purpose
6. Be processed in accordance with the subject's rights
7. Be kept safe from unauthorised access, accidental loss or destruction

8. Not be transferred outside the UK without proper protection.

### **Data Security/Storage**

To ensure that data is kept securely precautions must be taken against physical loss or damage and that both access and disclosure must be restricted, this is done by ensuring the following points are followed.

1. Personal data will be stored in a secure and safe manner. All electronic data held on laptops, pc's will be protected by password recognition and firewall systems which are installed and monitored by our ICT support company Zen Zero Ltd.
2. Personal data is not disclosed either orally or in writing to any unauthorised third party.
3. Personal data is not left visible and unsupervised or left in motor vehicles
4. Compliance with appropriate disposal of documents is followed, ie shredding, archiving.
5. A log is kept of all disposed documents
6. Any incident or breach is reported to the Data Controller immediately for ICO notification.
7. Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

Implemented May 2018  
Next review May 2019