



ST. JOSEPH'S
CATHOLIC COLLEGE

Data Protection Policy 2014



Introduction

St Joseph's Catholic College (the College) recognises its responsibility and is committed to a policy of preserving the confidentiality of data as required by the Data Protection Act 1998.

The College retains and processes information about staff, students, and other users in order to fulfil its purpose and its legal obligations. To comply with the law, information must be collected and used fairly, stored safely and securely and not be disclosed to any third person unlawfully.

Status of Policy

The College's Governing Body has approved this policy. Any breach of the Data Protection Policy may result in the College's disciplinary procedures being instigated.

Any person who feels that this policy has not been adhered to in respect of their own personal data should raise this with their Line Manager or the College's Data Protection Officer.

Responsibilities

- The College is the Data Controller under the Data Protection Act, and is responsible for the implementation of the Act
- The College has appointed a Data Protection Officer to handle day to day issues which arise, and to provide members of the College with training and guidance on Data Protection issues to ensure they are aware of their obligations
- All staff and students are responsible for ensuring that any personal data supplied to the College is accurate and up to date. The College should be immediately informed of any changes to the information which they have provided

Consent

Upon the acceptance of employment at the College, staff consent to the processing and storage of their data as per the arrangements explained within their Induction.

Data Security

All staff and students are responsible for ensuring that personal data is held securely and is not disclosed to any unauthorised third parties. This applies to

electronic and paper records. Any unauthorised disclosure will be treated as a disciplinary matter.

Data Processing and Retention

Personal Data and school records are confidential. The information can be shared appropriately within the professional working of the College to enable the College to make the best educational provision for the child and to enable it to operate as an employer.

Information about students is shared with other organisations as required by law in order to run the education system. The College has a Fair Processing or Privacy notice which explains how the personal data is used and with whom it will be shared. The notice is published on the College website.

The College will retain some items of information for longer than others. The following information about students will be kept indefinitely:

- Name
- Date of birth
- Gender
- Nationality
- Academic achievements, including coursework marks

The Human Resources Department will keep information relating to individual staff members for a maximum of 7 years from the end of their employment. Those individuals who were unsuccessful when applying for a position at the College will have their information kept for 6 months subject to any changes in existing legislation. Other information relating to Income Tax, Maternity Pay etc, will be retained for the statutory time limits. Certain Information required to meet the requirements of particular Health and Safety Legislation relating to particular medical tests will be kept for the statutory time limits.

The Right of Access to Information

The Data Protection Act 1998 provides an individual with the right to access personal data relating to him / her which is held by the College. This applies to data held electronically and also manual records that are in a relevant filing system.

Pupils as data subjects, have certain rights under the Data Protection Act, including a right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. Parents should note that all rights of access to this information rest with the child as soon as they are old enough to understand these rights. It is reckoned that most children will have a sufficient understanding by the age of 12.

Any individual, student or staff member, who wishes to exercise this right should make the request to the Data Protection Officer using a Subject Access Request form. This is available by contacting the Data Protection Officer.

The College will charge an administration fee of £10 for each request received, and will only release any information upon receipt of the completed Subject Access Request form, along with proof of identity and the administration fee. The requested information will be provided within 40 days of receipt of the completed form, unless there is sufficient reason for delay.

Certain third party information (for example confidential references given by a third party) will not be disclosed to staff without obtaining the referee's consent to disclose the information

Anyone who requests to see their personal data has the right to question the accuracy of matters of fact within the data and to ask to have inaccurate information deleted or changed. They may also question opinions, and their comments will be recorded, but opinions do not need to be deleted or changed..

Separately from the Data Protection Act, The Education (Pupil Information)(England) Regulations 2005 provide a student's parent with the right to view, or to have a copy of, their child's educational record at the school. Parents who wish to exercise this right must apply to the College in writing.

If the College is requested to copy the information then there will be a charge for the cost of copying based on the information provided by the Information Commissioners Office. There is no charge for viewing the information. This information will be provided within 15 school days of the request being made.

There are certain circumstances where the College can withhold an educational record; for example, where the information might cause serious harm to the physical or mental health of the student or another individual.

The request for access would also be denied if it would mean releasing examination marks before they are officially announced.

With regards to information that is about a third party unless the other person gives their permission, or it is reasonable in the circumstances to provide the information without permission, the College will be entitled to withhold this information.

Notification

The College is required to notify the Information Commissioner with details of the personal data it is processing on an annual basis. The details of this notification can be found on the Information Commissioner's website.
