



**South East Cornwall Multi Academy Regional Trust**

# **Data Protection Policy**

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## Introduction

Everyone has rights with regard to the way in which their personal data is handled. During the school day we will collect, store and process personal data about school staff, pupils, parents and third parties in order to support teaching and learning.

The Trust recognises that the correct and lawful treatment of this data will maintain confidence in the Trust and our schools and will ensure that we are doing all that we can to support both staff and students.

## What is Personal Information?

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 records, names and addresses, examination marks, references and much more.

## Data Protection Principles

Anyone processing personal data must comply with the 8 enforceable principles of good practice. These provide that personal data must:

- Be processed fairly, lawfully and with transparency
- Be processed for limited purposes and in an appropriate way
- Be adequate, relevant and the minimum necessary for the purpose
- Be accurate
- Not be kept longer than necessary for the purpose
- Be processed in line with the data subjects' rights
- Be secure, with data integrity maintained
- Not be transferred to other people or organisations situated in countries without adequate protection.

## Our Aim

The Trust is committed to maintaining the above principles at all times. Therefore, we will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it is shared
- Check the quality and accuracy of the information we hold
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure our staff are aware of and understand our policies and procedures.

## Subject Access Request

Any individual has the right of access to information held about them, including information held within their educational record. In most cases we will not charge a fee but we may decide to charge a "reasonable fee" for the administrative costs of complying with the request if:

- it is manifestly unfounded or excessive; or
- an individual requests further copies of their data following a request.

Requests for information must be made in writing (this includes email) and should be addressed to the Headteacher. If the initial request does not clearly identify the information required, then we may ask you for clarification.

When making a request, you may be asked to provide evidence of your identity such as by producing a passport, driving licence or utility bill.

## Educational Record

A Parent or Carer can request to see their child's educational record, or request it on behalf of their child, in writing. The school will respond to your request within 15 days (irrespective of school holiday periods).

If there is a cost of retrieving the information, for example if a copy must be made, the School may charge you the amount that it will cost but no more. Other than this, there will be no charge for the information requested.