

# ROEDEAN

## Data Protection policy

ICO School registration: Z668777X

Roedean is reviewed and re-registered annually with the Information Commissioner's office according to the terms of the 1998 Data Protection Act, to ensure data is treated in a manner that is fair and lawful. In addition to the Schools ICT usage policy data good practice is adhered to as follows:

### 1 Data Collection

- All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use.
- Staff are inducted with regard to their contractual data protection responsibilities and good practice at first use of the computer system.

### 2 Data Storage

- Computer data will be stored in a secure and safe manner by use of passwords and file protection systems.
- Network data will be protected by standard wireless encryption and firewalled systems.
- Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.
- Secure backups are taken in case of disaster recovery and held in a physically secure location.
- Decommissioned data storage devices are either destroyed or wiped and held permanently by the school.
- Emailed data contains a disclaimer with regard to content.

### 3 Data Checking

- The school will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.
- Any errors discovered are rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.
- The internet is searched and monitored regularly with regard to school information in the public domain.

### 4 Data Disclosures

- 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.
- Ad-hoc requests for personal data will be subject to validation of the requester's credentials either by call back or other identity verification to minimise issues.
- Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

### 5 Subject Access Requests

- If the school receives a written request from a data subject to see any or all personal data that the school holds about them this should be treated as a Subject Access Request and the school will respond within the deadlines set out by the Information Commissioner.