



St. Pius X Preparatory School & Oak House Nursery

DATA PROTECTION POLICY

October 2018

Version 5.0

DATA PROTECTION POLICY

1 General Statement Of The School's Duties

The School is required to process relevant personal data regarding employees as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

2 Data Protection Controller

The School has appointed the Chief Administration Officer as the Data Protection Controller ("DPC") who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

3 The Principles

The School shall so far as is reasonably practicable comply with the Data Protection Principles ("the Principles") contained in the Data Protection Act to ensure all data is:-

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Not transferred to other countries without adequate protection.

4 Personal Data

Personal data covers both facts and opinions about an individual. It includes information necessary for employment such as the employee's name and address and details for payment of wages/salary.

5 Processing of Personal Data

An employee's consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt will remain confidential and will only be disclosed to third parties with the consent of the employee.

6 Sensitive Personal Data

The School may, from time to time, be required to process sensitive personal data regarding an employee. Sensitive personal data includes medical information and data relating to religion, race, trade union membership and criminal records and proceedings.

Where sensitive personal data is processed by the School, the explicit consent of the employee will generally be required in writing.

7 Rights of Access to Information

All employees have a right of access to information held by the School, subject to the provisions of the Data Protection Act 1998. Any employee wishing to access their personal data should put their request in writing to the Chief Administration Officer. The School will endeavour to respond to any such written requests as soon as is reasonably

practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. The information will be imparted to the employee as soon as is reasonably possible after it has come to the School’s attention.

8 Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

9 Accuracy

The School will endeavour to ensure that all personal data held in relation to employees is accurate. Employees must notify the DPC of any changes to information held about them. An employee has the right to request that inaccurate information about them is erased.

10 Enforcement

If an employee believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should utilise the company grievance procedure and should also notify the DPC.

ANNUAL REVIEW

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the policy meets the needs of St. Pius X Preparatory School.

SignedDate (Chair of Governors)

SignedDate (Head teacher)

COMPILED APPROVED REVIEWED REVISED	VERSION	DATE	EDITOR
Compiled			
Reviewed	4.0	October 2017	ADMIN
Reviewed	5.0	October 2018	SLT