



EMMANUEL
SCHOOLS FOUNDATION

Data Protection and Information Management Policy



Data Protection and Information Management Policy

1. Background and Purpose

This Policy is designed to confirm how the Emmanuel Schools Foundation (ESF) and the ESF Academies and College ("ESF Academies") will address the requirement and its associated responsibilities regarding the management and control of all forms of data and information relating to staff, students and where appropriate visitors.

All organisations, including educational establishments, are expected to develop and formalise procedures for dealing with a wide range information and data gathered routinely as part of its day to day activities, including:

- Student Records
- Staff Records
- CCTV Images
- Financial Records
- Health Records
- Religious/Belief Records
- Sexual Orientation
- Political/Trade Union Affiliations
- Criminal Records

The resulting procedures be designed in accord with the legal standards, the Data Protection Act 1989, The Freedom of Information Act 2000, and good practice.

Organisational Scope

This Policy applies to all ESF Academies' staff who obtain, manage and/or record information related to any member of staff, any student or other relevant person whilst engaged in ESF Academies' business.

Definitions

Processing - means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.

Data subject - means an individual who is the subject of personal data or the person to whom the information relates.

Personal data - means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

Parent - has the meaning given in the Education Act 1996, and includes any person having parental responsibility or care of a child.

Policy Statement - The Board, Directors, Governors and Managers intent is to comply fully with the requirements and principles of the Data Protection Act 1998. All managers and staff involved with the collection, processing and disclosure of personal data in accord with their duties and responsibilities are required to operate within these guidelines.

All relevant data and information obtained and processed will be fairly and lawfully managed by informing all data subjects of the reasons for data collection, the purposes for which the data is held, the likely recipients of the data and the data subjects' right of access.

Information about the collection and use of personal data will be provided in an appropriate manner before obtaining the information so that the purpose is clear. ESF Academies will ensure that only the personal data needed for the purposes specified will be collected.

Records

ESF Academies will take reasonable steps to ensure the accuracy of any personal data obtained, and carefully consider whether it is necessary to update the information where the accuracy of information is in doubt

ESF Academies will have appropriate security to prevent any personal data held being accidentally or deliberately compromised. In particular, we will need to:

- design and organise suitable and sufficient security to fit the nature of any personal data held and the harm that may result from a security breach;
- identify who in the organisation is responsible for ensuring information security;
- ensure the right physical and technical security is in place, backed up by robust policies and procedures and reliable, well-trained staff; and
- be ready to respond to any breach of security swiftly and effectively.

Personal data processed for any purpose or purposes will not be kept for longer than is necessary for that purpose or those purposes.

References

Data Protection Act 1989.
The Freedom of Information Act 2000
ICO Guide to Data Protection

Monitoring

This Policy will be reviewed annually as part of the overall review of the ESF strategic management system.

The implementation of this Policy and the local Academies and College accompanying procedures will also be subject to review annually as part of the audit and review of each of the ESF Academies operational management systems.

Mr N Robson
Chairman of Emmanuel Schools Foundation