

## **STAFF DATA PROTECTION POLICY**

Claire's Court Schools Ltd ["the School"] is registered under the Data Protection Act.

### **GENERAL STATEMENT OF THE SCHOOL'S DUTIES**

The School is required to process relevant personal data regarding workers as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy any reference to workers includes employees, contractors or parent/voluntary helpers.

### **DATA PROTECTION CONTROLLER**

The School has appointed the Administrative Principal as the Data Protection Controller ["the 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.

### **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.

### **PERSONAL DATA**

Personal data covers both facts and opinions about an individual. It includes information necessary for employment such as the worker's name and address and details for payment of salary and membership of pension schemes. This personal data may also include (but is not limited to) names and addresses of emergency contacts, motor vehicle details, academic qualifications, attendance records and references.

### **PROCESSING OF PERSONAL DATA**

A worker's consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment, for example a staff directory of home addresses and telephone numbers. 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 worker.

### **SENSITIVE PERSONAL DATA**

The School may, from time to time, be required to process sensitive personal data regarding a worker. 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 worker will generally be required in writing.

## **RIGHTS OF ACCESS TO INFORMATION**

Workers have the right of access to information held by the School. Any worker wishing to access their personal data should put their request in writing to the DPC. 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 worker as soon as is reasonably possible after it has come to the School's attention.

## **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.

## **ACCURACY**

The School will endeavour to ensure that all personal data held in relation to workers is accurate. Workers must notify the DPC of any changes to information held about them. A worker has the right to request that inaccurate information about them is erased.

## **ENFORCEMENT**

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

## **PUPIL DATA PROTECTION POLICY**

In addition to the above, the School has promulgated a Pupil Data Protection Policy covering information held by the School about its pupils (past, current and future) and their parents or guardians. Where it is necessary for workers to have access to this information, they must comply with additional duties imposed by that policy. A full copy of the School's Data Protection Policy is contained within the various Staff Handbooks.