

Hill House International Junior School



Data Protection Policy

Introduction

Hill House International Junior School needs to keep certain information about its employees, pupils, parents and other users of its facilities to allow it to monitor performance, achievements, health and safety and other statutory requirements. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Hill House International Junior School must comply with the Data Protection Principles, which are set out in the Data Protection Act 1998.

In summary these state that personal data shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- be adequate, relevant and not excessive for those purposes
- be accurate and kept up to date
- not be kept for longer than is necessary for that purpose
- be processed in accordance with the data subject's rights
- be kept safe from unauthorised access, accidental loss or destruction.

Important Note: The Data Protection Act 1998 extends the scope of legislation to include written and printed etc. material, not just the electronic data which was covered by earlier enactments.

Hill House International Junior School have developed this Data Protection Policy to ensure any member of staff who have access to personal information follow the principles above.

1. Personal Data

Personal data is defined in the Act, at section 1(1), as follows:

“data which relate to a living individual who can be identified from those data or from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual”.

2. Status of the policy

This policy is incorporated in the formal contract of employment. It also takes account of the confidentiality agreement signed by all staff. Infringement of the requirements of this policy may result in disciplinary action being taken.

3. Failure to comply with the Data Protection Policy

Any member of staff, who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter initially with the Second Master. If the matter is not resolved it should be raised as a formal grievance.

4. Expectations of Staff

All staff are responsible for:

- checking that any information that they provide to Hill House International Junior School in connection with their employment is accurate and up to date
- informing Hill House International Junior School of any changes to information which they have provided, e.g. changes of address
- informing Hill House International Junior School of any errors or changes in staff information.

If and when, as part of their responsibilities, staff collect information (e.g. personal information, opinions about ability, or details of personal circumstances) about other people, whether Hill House International Junior School employees or people outside the School, they must comply with any guidelines which may be published. In particular, they must seek the permission of the Data Controller for their proposed information collection and uses.

The Headmaster has ultimate responsibility for monitoring and ensuring that the Act and this Policy are complied with.

5. Data security

All staff are responsible for ensuring that:

Any personal data, which they hold, or for which they are responsible, is kept securely, for example:

- Kept in a locked filing cabinet; or
- In a locked drawer;
- If it is computerised, be password protected
- If computerised, then the computer itself is kept in suitably secure conditions. Where it is necessary to store information on laptop computers (or off-site) then the machine must at all times be maintained physically secure. Where the data is particularly sensitive, consideration must be given to the adoption of additional security measures which would protect the information in the event of the loss or theft of the computer.
- Where information is to be gathered through, or used on, a website, in particular the school management software (iSAMS), then appropriate measures must be in place to control access and prevent unauthorised disclosure.

Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party.

Advice on the collection, retention and secure storage of information may be obtained from the Second Master.

Staff should note that unauthorised disclosure is a breach of the Data Protection Act and may result in disciplinary action. In some cases it may be considered as gross misconduct. It may also result in a personal liability for the individual staff member.

6. Rights to access information

Employees and other users of Hill House International Junior School have the right to access any personal data that is being kept about them either on computer or in certain files. Any person who wishes to exercise this right should contact the Second Master/Headmaster.

In order to gain access, an individual may wish to receive notification of the information currently being held. This request should be made in writing.

Hill House International Junior School aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days.

7. Subject consent

In many cases, Hill House International Junior School can only process personal data with the consent of the individual. In some cases, if the data is sensitive, express consent must be obtained. Agreement to Hill House International Junior School processing some specified classes of personal data is a condition of employment for staff. This includes information about previous criminal convictions in accordance with the Rehabilitation of Offenders Act 1974.

Hill House International Junior School has a duty of care to all staff and must, therefore, make sure that employees and those who use Hill House International Junior School facilities do not pose a threat or danger to other users.

8. Processing sensitive information

Sometimes it is necessary to process sensitive information about a person such as race, gender or family details. This is done to ensure that Hill House International Junior School can operate policies on matters such as sick pay or equal opportunities. Hill House International Junior School may also ask for information about particular health needs or disabilities. Hill House International Junior School will only use such information in the protection of the health and safety of the individual, but will need consent to process for example, in the event of a medical emergency. Because this information is considered sensitive, and it is recognised that the processing of it may cause particular concern or distress to individuals, employees and others affected will be asked to give express consent for Hill House International Junior School to do this.

9. The Data Controller and the Designated Data Controller

Hill House International Junior School as an organisation is the data controller under the Act, and the Proprietors are therefore ultimately responsible for implementation. However, the designated data controller will deal with the implementation of agreed policy and day-to-day matters.

Hill House International Junior School has a designated Data Controller (Second Master). In his absence, the Undermaster and Pastoral Director may be consulted.

10. Retention of data

Hill House International Junior School will keep some forms of information for longer than others.

Hill House International Junior School will need to keep some central personnel records indefinitely. This will include information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and information required for job references.

Conclusion

Compliance with the Data Protection Act 1998 is the responsibility of all members of Hill House International Junior School. Any deliberate breach of the data protection policy may lead to disciplinary action being taken, or access to Hill House International Junior School facilities being withdrawn, or even a criminal prosecution. Any questions or concerns about the interpretation or operation of this policy should be taken up with the Second Master.

Authorised by	Resolution of the Proprietors
Signed on behalf of the Proprietors	William Townend
Date	14 September 2017

Effective date of the policy	14 September 2017
Review date of the policy	14 September 2018