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## Data Protection Policy

### Introduction

Ashington Learning Partnership (ALP) is required to keep and process personal information about staff, pupils, parents, governors, visitors and other individuals in accordance with General Data Protection Regulations (GDPR) and the provision of the Data Protection Act 2018 (DPA2018).

This policy complies with the requirements set out in the GDPR, which came into effect May 2018.

This policy is to ensure all staff and governors are aware of their responsibilities and it outlines how the ALP complies with the core principles of the GDPR.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

### 1. Applicable data

- 1.1. For the purpose of this policy, personal data refers to information that relates to an identifiable, living individual, including information such as an online identifier, e.g. an IP address. The GDPR applies to both automated personal data and to manual filing systems, where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data, e.g. key-coded.
- 1.2. Sensitive personal data is referred to in the GDPR as 'special categories of personal data', which are broadly the same as those in the Data Protection Act (DPA) 1998. These specifically include the processing of genetic data, biometric data and data concerning health matters.

### 2. Principles

- 2.1. In accordance with the requirements outlined in the GDPR, personal data will be:
  - Processed lawfully, fairly and in a transparent manner in relation to individuals.
  - Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
  - Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
  - Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
  - Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
  - Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

- 2.2. The GDPR also requires that “the controller shall be responsible for, and able to demonstrate, compliance with the principles”.

### **3. Accountability**

- 3.1. The ALP will implement appropriate organisational measures.
- 3.2. The ALP will provide comprehensive, clear and transparent privacy policies (see Appendix 4).
- 3.3. Records of activities relating to higher risk processing will be maintained, such as the processing of activities that:
  - are not occasional;
  - could result in a risk to the rights and freedoms of individuals;
  - involve the processing of special categories of data or criminal conviction and offence data.
- 3.4. Internal records of processing activities will include the following:
  - Purpose(s) of the processing.
  - Description of the categories of individuals and personal data.
  - Retention schedules.
  - Categories of recipients of personal data.
  - Description of organisational security measures.
  - Details of transfers to third countries, including documentation of the transfer mechanism safeguards in place.
- 3.6. The ALP will implement measures that meet the principles of data protection by design and data protection by default, such as:
  - Data minimisation.
  - Pseudonymisation.
  - Transparency.
  - Continuously creating and improving security features.
- 3.7. Data protection impact assessments will be used, where appropriate.

### **4. Data protection officer (DPO)**

- 4.1. A DPO has been appointed in order to:
  - Inform and advise the ALP and its employees about their obligations to comply with the GDPR and other data protection laws.
  - Monitor the ALP’s compliance with the GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and providing the required training to staff members.
- 4.2. An existing employee may be appointed to the role of DPO in the future provided that their duties do not lead to a conflict of interests. This will not be a teacher.
- 4.3. The individual appointed as DPO will have professional experience and knowledge of data protection law, particularly that in relation to schools.
- 4.4. The DPO will report directly to the Executive Principal.
- 4.5. The DPO will operate independently and will not be dismissed or penalised for performing their duties.
- 4.6. Sufficient resources will be provided to the DPO to enable them to meet their GDPR obligations.

### **5. Lawful processing**

- 5.1. The legal basis for processing data will be identified and documented prior to data being processed.

- 5.2. Under the GDPR, data will be lawfully processed under the following conditions:
- The consent of the data subject has been obtained.
  - Processing is necessary for:
    1. Compliance with a legal obligation.
    2. The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
    3. For the performance of a contract with the data subject or to take steps to enter into a contract.
    4. Protecting the vital interests of a data subject or another person.
    5. For the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. (This condition is not available to processing undertaken by the ALP in the performance of its tasks.)
- 5.3. Sensitive data will only be processed under the following conditions:
- Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.
  - Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.
  - Processing relates to personal data manifestly made public by the data subject.
  - Processing is necessary for:
    1. Carrying out obligations under employment, social security or social protection law, or a collective agreement.
    2. Protecting the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.
    3. The establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
    4. Reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards.
    5. The purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.
    6. Reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices.
    7. Archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with article 89(1).

## **6. Consent**

- 6.1. Consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.
- 6.2. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.
- 6.3. Where consent is given, a record will be kept documenting how and when consent was given.

- 6.4. The ALP will ensure that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data must be found, or the processing must cease.
- 6.5. Consent accepted under the DPA will be reviewed to ensure it meets the standards of the GDPR; however, acceptable consent obtained under the DPA will not be re-obtained.
- 6.6. Consent can be withdrawn by the individual at any time.
- 6.7. Where a child is under the age of 16 (or younger if the law provides it i.e. up to the age of 13), the consent of parents will be sought prior to the processing of their data, except where the processing is related to preventative or counselling services offered directly to a child.

## **7. The right to be informed**

- 7.1. The privacy notice supplied to individuals in regards to the processing of their personal data will be written in clear, plain language which is concise, transparent, easily accessible and free of charge.
- 7.2. If services are offered directly to a child, the ALP will ensure that the privacy notice is written in a clear, plain manner that the child will understand.
- 7.3. In relation to data obtained both directly from the data subject and not obtained directly from the data subject, the following information will be supplied within the privacy notice:
  - The identity and contact details of the controller (and where applicable, the controller's representative) and the DPO.
  - The purpose of, and the legal basis for, processing the data.
  - The legitimate interests of the controller or third party.
  - Any recipient or categories of recipients of the personal data.
  - Details of transfers to third countries and the safeguards in place.
  - The retention period of criteria used to determine the retention period.
  - The existence of the data subject's rights, including the right to:
    - a. withdraw consent at any time.
    - b. lodge a complaint with a supervisory authority.
  - The existence of automated decision making, including profiling, how decisions are made, the significance of the process and the consequences.
- 7.4. Where data is obtained directly from the data subject, information regarding whether the provision of personal data is part of a statutory or contractual requirement, as well as any possible consequences of failing to provide the personal data, will be provided.
- 7.5. Where data is not obtained directly from the data subject, information regarding the categories of personal data that the ALP holds, the source that the personal data originates from and whether it came from publicly accessible sources, will be provided.
- 7.6. For data obtained directly from the data subject, this information will be supplied at the time the data is obtained.
- 7.7. In relation to data that is not obtained directly from the data subject, this information will be supplied:
  - Within one month of having obtained the data.
  - If disclosure to another recipient is envisaged, at the latest, before the data are disclosed.
  - If the data are used to communicate with the individual, at the latest, when the first communication takes place.

## **8. The right of access**

- 8.1. Individuals have the right to obtain confirmation that their data is being processed.
- 8.2. Individuals have the right to submit a subject access request (SAR) to gain access to their personal data in order to verify the lawfulness of the processing.
- 8.3. The ALP will verify the identity of the person making the request before any information is supplied.
- 8.4. A copy of the information will be supplied to the individual free of charge; however, the ALP may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- 8.5. Where a SAR has been made electronically, the information will be provided in a commonly used electronic format.
- 8.6. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged.
- 8.7. All fees will be based on the administrative cost of providing the information.
- 8.8. All requests will be responded to without delay and at the latest, within one month of receipt.
- 8.9. In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.
- 8.10. Where a request is manifestly unfounded or excessive, the ALP holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.
- 8.11. In the event that a large quantity of information is being processed about an individual, the ALP will ask the individual to specify the information the request is in relation to.

## **9. The right to rectification**

- 9.1. Individuals are entitled to have any inaccurate or incomplete personal data rectified.
- 9.2. Where the personal data in question has been disclosed to third parties, the ALP will inform them of the rectification where possible.
- 9.3. Where appropriate, the ALP will inform the individual about the third parties that the data has been disclosed to.
- 9.4. Requests for rectification will be responded to within one month; this will be extended by two months where the request for rectification is complex.
- 9.5. Where no action is being taken in response to a request for rectification, the ALP will explain the reason for this to the individual and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

## **10. The right to erasure**

- 10.1. Individuals hold the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- 10.2. Individuals have the right to erasure in the following circumstances:
  - Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
  - When the individual withdraws their consent.
  - When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
  - The personal data was unlawfully processed.
  - The personal data is required to be erased in order to comply with a legal obligation.

- The personal data is processed in relation to the offer of information society services to a child.
- 10.3. The ALP has the right to refuse a request for erasure where the personal data is being processed for the following reasons:
- To exercise the right of freedom of expression and information.
  - To comply with a legal obligation for the performance of a public interest task or exercise of official authority.
  - For public health purposes in the public interest.
  - For archiving purposes in the public interest, scientific research, historical research or statistical purposes.
  - The exercise or defence of legal claims.
- 10.4. As a child may not fully understand the risks involved in the processing of data when consent is obtained, special attention will be given to existing situations where a child has given consent to processing and they later request erasure of the data, regardless of age at the time of the request.
- 10.5. Where personal data has been disclosed to third parties, they will be informed about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.
- 10.6. Where personal data has been made public within an online environment, the ALP will inform other organisations who process the personal data to erase links to and copies of the personal data in question.

## **11. The right to restrict processing**

- 11.1. Individuals have the right to block or suppress the ALP's processing of personal data.
- 11.2. In the event that processing is restricted, the ALP will store the personal data, but not further process it, guaranteeing that just enough information about the individual has been retained to ensure that the restriction is respected in future.
- 11.3. The ALP will restrict the processing of personal data in the following circumstances:
- Where an individual contests the accuracy of the personal data, processing will be restricted until the ALP has verified the accuracy of the data.
  - Where an individual has objected to the processing and the ALP is considering whether their legitimate grounds override those of the individual.
  - Where processing is unlawful and the individual opposes erasure and requests restriction instead.
  - Where the ALP no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim.
- 11.4. If the personal data in question has been disclosed to third parties, the ALP will inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.
- 11.5. The ALP will inform individuals when a restriction on processing has been lifted.

## **12. The right to data portability**

- 12.1. Individuals have the right to obtain and reuse their personal data for their own purposes across different services.
- 12.2. Personal data can be easily moved, copied or transferred from one IT environment to another in a safe and secure manner, without hindrance to usability.
- 12.3. The right to data portability only applies in the following cases:
- To personal data that an individual has provided to a controller.
  - Where the processing is based on the individual's consent or for the performance of a contract.
  - When processing is carried out by automated means.

- 12.4. Personal data will be provided in a structured, commonly used and machine-readable form.
- 12.5. The ALP will provide the information free of charge.
- 12.6. Where feasible, data will be transmitted directly to another organisation at the request of the individual.
- 12.7. The ALP is not required to adopt or maintain processing systems which are technically compatible with other organisations.
- 12.8. In the event that the personal data concerns more than one individual, the ALP will consider whether providing the information would prejudice the rights of any other individual.
- 12.9. The ALP will respond to any requests for portability within one month.
- 12.10. Where the request is complex, or a number of requests have been received, the time frame can be extended by two months, ensuring that the individual is informed of the extension and the reasoning behind it within one month of the receipt of the request.
- 12.11. Where no action is being taken in response to a request, the ALP will, without delay and at the latest within one month, explain to the individual the reason for this and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

### **13. The right to object**

- 13.1. The ALP will inform individuals of their right to object at the first point of communication, and this information will be outlined in the privacy notice and explicitly brought to the attention of the data subject, ensuring that it is presented clearly and separately from any other information.
- 13.2. Individuals have the right to object to the following:
  - Processing based on legitimate interests or the performance of a task in the public interest.
  - Direct marketing.
  - Processing for purposes of scientific or historical research and statistics.
- 13.3. Where personal data is processed for the performance of a legal task or legitimate interests:
  - An individual's grounds for objecting must relate to his or her particular situation.
  - The ALP will stop processing the individual's personal data unless the processing is for the establishment, exercise or defence of legal claims, or, where the ALP can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the individual.
- 13.4. Where personal data is processed for direct marketing purposes:
  - The ALP will stop processing personal data for direct marketing purposes as soon as an objection is received.
  - The ALP cannot refuse an individual's objection regarding data that is being processed for direct marketing purposes.
- 13.5. Where personal data is processed for research purposes:
  - The individual must have grounds relating to their particular situation in order to exercise their right to object.
  - Where the processing of personal data is necessary for the performance of a public interest task, the ALP is not required to comply with an objection to the processing of the data.
- 13.6. Where the processing activity is outlined above, but is carried out online, the ALP will offer a method for individuals to object online.

## **14. Automated decision making and profiling right to object**

- 14.1. Individuals have the right not to be subject to a decision when:
  - It is based on automated processing, e.g. profiling.
  - It produces a legal effect or a similarly significant effect on the individual.
- 14.2. The ALP will take steps to ensure that individuals are able to obtain human intervention, express their point of view, and obtain an explanation of the decision and challenge it.
- 14.3. When automatically processing personal data for profiling purposes, the ALP will ensure that the appropriate safeguards are in place, including:
  - Ensuring processing is fair and transparent by providing meaningful information about the logic involved, as well as the significance and the predicted impact.
  - Using appropriate mathematical or statistical procedures.
  - Implementing appropriate technical and organisational measures to enable inaccuracies to be corrected and minimise the risk of errors.
  - Securing personal data in a way that is proportionate to the risk to the interests and rights of the individual and prevents discriminatory effects.
- 14.4. Automated decisions must not concern a child or be based on the processing of sensitive data, unless:
  - The ALP has the explicit consent of the individual and/or their parents.
  - The processing is necessary for reasons of substantial public interest on the basis of EU/UK law.

## **15. Privacy by design and privacy impact assessments**

- 15.1. The ALP will act in accordance with the GDPR by adopting a privacy by design approach and implementing technical and organisational measures which demonstrate how the ALP has considered and integrated data protection into processing activities.
- 15.2. Data protection impact assessments (DPIAs) will be used to identify the most effective method of complying with the ALP's data protection obligations and meeting individuals' expectations of privacy.
- 15.3. DPIAs will allow the ALP to identify and resolve problems at an early stage, thus reducing associated costs and preventing damage from being caused to the ALP's reputation which might otherwise occur.
- 15.4. A DPIA will be carried out when using new technologies or when the processing is likely to result in a high risk to the rights and freedoms of individuals.
- 15.5. A DPIA will be used for more than one project, where necessary.
- 15.6. High risk processing includes, but is not limited to, the following:
  - Systematic and extensive processing activities, such as profiling.
  - Large scale processing of special categories of data or personal data which is in relation to criminal convictions or offences.
  - The use of CCTV.
- 15.7. The ALP will ensure that all DPIAs include the following information:
  - A description of the processing operations and the purposes.
  - An assessment of the necessity and proportionality of the processing in relation to the purpose.
  - An outline of the risks to individuals.
  - The measures implemented in order to address risk.
- 15.8. Where a DPIA indicates high risk data processing, the ALP will consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.



## **16. Data breaches**

- 16.1. The term 'personal data breach' refers to a breach of security which has led to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.
- 16.2. The Business Manager will ensure that all staff members are made aware of, and understand, what constitutes a data breach as part of their training.
- 16.3. Where a breach is likely to result in a risk to the rights and freedoms of individuals, the relevant supervisory authority will be informed.
- 16.4. All notifiable breaches will be reported to the relevant supervisory authority within 72 hours of the ALP becoming aware of it.
- 16.5. The risk of the breach having a detrimental effect on the individual, and the need to notify the relevant supervisory authority, will be assessed on a case-by-case basis.
- 16.6. In the event that a breach is likely to result in a high risk to the rights and freedoms of an individual, the ALP will notify those concerned directly.
- 16.7. A 'high risk' breach means that the threshold for notifying the individual is higher than that for notifying the relevant supervisory authority.
- 16.8. In the event that a breach is sufficiently serious, the public will be notified without undue delay.
- 16.9. Effective and robust breach detection, investigation and internal reporting procedures are in place at the ALP, which facilitate decision-making in relation to whether the relevant supervisory authority or the public need to be notified.
- 16.10. Within a breach notification, the following information will be outlined:
  - The nature of the personal data breach, including the categories and approximate number of individuals and records concerned.
  - The name and contact details of the DPO.
  - An explanation of the likely consequences of the personal data breach.
  - A description of the proposed measures to be taken to deal with the personal data breach.
  - Where appropriate, a description of the measures taken to mitigate any possible adverse effects.
- 16.11. Failure to report a breach when required to do so may result in a fine, as well as a fine for the breach itself.

## **17. Data security**

- 17.1. Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.
- 17.2. Confidential paper records will not be left unattended or in clear view anywhere with general access.
- 17.3. Digital data is coded, encrypted (for mobile devices) and/or password-protected, both on a local hard drive and on a network drive that is regularly backed up off-site (check the backup service uses encryption).
- 17.4. Where data is saved on removable storage or a portable device, the device will be encrypted and kept in a locked filing cabinet, drawer or safe when not in use.
- 17.5. Memory sticks will not be used to hold personal information unless they are password-protected and fully encrypted.
- 17.6. All electronic devices used by staff are password-protected to protect the information on the device in case of theft.
- 17.7. Where possible, the ALP enables electronic devices to allow the remote blocking or deletion of data in case of theft (e.g. through use of Lightspeed MDM).
- 17.8. All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.

- 17.9. Emails containing sensitive or confidential information are encrypted if there are unsecure servers between the sender and the recipient.
- 17.10. Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- 17.11. Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. use of encryption and keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.
- 17.12. Before sharing data, all staff members will ensure:
  - They are allowed to share it.
  - That adequate security is in place to protect it.
  - Who will receive the data has been outlined in a privacy notice.
- 17.13. Under no circumstances are visitors allowed access to confidential or personal information.

Visitors to areas of the ALP containing sensitive information are supervised at all times.
- 17.14. The physical security of the ALP's buildings and storage systems, and access to them, is reviewed on a regular basis. If an increased risk in vandalism/burglary/theft is identified, extra measures to secure data storage may be put in place.
- 17.15. The ALP takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.
- 17.16. The SLT is responsible for continuity and recovery measures are in place to ensure the security of protected data.

## **18. Publication of information**

- 18.1. The ALP publishes a publication scheme on its website outlining classes of information that will be made routinely available, including:
  - Policies and procedures;
  - Minutes of meetings;
  - Annual reports;
  - Financial information.
- 18.2. Classes of information specified in the publication scheme are made available quickly and easily on request.
- 18.3. The ALP will not publish any personal information, including photos, on its website without the permission of the affected individual's parents.
- 18.4. When uploading information to the school websites, staff are considerate of any metadata or deletions which could be accessed in documents and images on the site.

## **19. Biometric recognition systems (Bothal Upper Site Only)**

- 19.1. Where we use pupils' biometric data as part of an automated biometric recognition system i.e. pupils use their fingerprints to receive school dinners, we will comply with the requirements of the Protection of Freedoms Act 2012.
- 19.2. Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The schools will get written consent from at least one parent or carer before we take any biometric data from their child and first process it.
- 19.3. Parents/carers and pupils have the right to choose not to use the school's biometric system and we will provide an alternative means of accessing the services for those pupils.
- 19.4. Parents/carers and pupils can object to participation in the school's biometric recognition system, or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

19.5 As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil's parents/carers.

19.6 Where staff members or other adults use the school's biometric system, we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

## **20. CCTV and photography**

20.1 The ALP understands that recording images of identifiable individuals constitutes as processing personal information, so it is done in line with data protection principles.

20.2 The schools notify all pupils, staff and visitors of the purpose for collecting CCTV images via notice boards, letters and email.

20.3 Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

20.4 The ALP will always indicate its intentions for taking photographs of pupils and will retrieve permission before publishing them.

20.5 If the ALP wishes to use images/video footage of pupils in a publication, such as the school website, prospectus, or recordings of school plays, written permission will be sought for the particular usage from the parent and/or the pupil.

20.6 Precautions, as outline in the Photography and Videos at School Policy, are taken when publishing photographs of pupils, in print, video or on the school website.

20.7 Images captured by individuals for recreation/personal purposes, and videos made by parents for family use, are exempt from the GDPR.

## **21. Data retention**

21.1. Data will not be kept for longer than is necessary.

21.2. Unrequired data will be deleted as soon as practicable.

21.3. Some educational records relating to former pupils or employees of the ALP may be kept for an extended period for legal reasons, but also to enable the provision of references or academic transcripts.

21.4. Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed in line with NCC guidance, once the data should no longer be retained.

## **22. DBS data**

22.1. All data provided by the DBS will be handled in line with data protection legislation; this includes electronic communication.

22.2. Data provided by the DBS will never be duplicated.

22.3. Any third parties who access DBS information will be made aware of the data protection legislation, as well as their responsibilities as a data handler.

## **23. Legal framework**

23.1. This policy has due regard to legislation, including, but not limited to the following:

- The General Data Protection Regulation.
- The Freedom of Information Act 2000.
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016).
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.
- The School Standards and Framework Act 1998.

23.2. This policy also has regard to the following guidance:

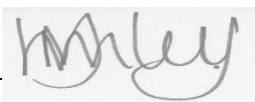
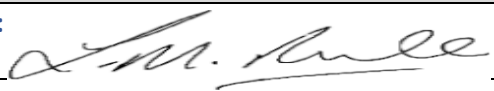
- ICO (2018) 'Guide to the General Data Protection Regulation (GDPR)'.
- ICO's code of practice for subject access requests.
- Protection of Freedoms Act 2012 (when referring to our use of biometric data).
- ICO's code of practice for the use of surveillance cameras and personal information.
- In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record.

**Linked Documents:**

CCTV Policy  
E-safety Policy  
Freedom of Information Procedures  
ICT Security Policy  
Records Retention & Management Policy  
Use of Pupil Images Policy

**Appendices:**

1. Roles and Responsibilities
2. Definitions
3. Data Breach Procedures
4. Privacy Notices
5. Subject Access Request Form
6. Information for Staff
7. Transportation, Transfer and Sharing of Data

Created <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/>	
Signed: 	Name: Nikki Lumley
Role: Business Manager	Date: March 2019
Adopted	
Signed: 	Name: Louise Rule
Role: Chair of Governors	Date: July 2019

## Roles and Responsibilities

1. The Data Controller – our schools process personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller. The ALP is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.
2. The Governing Body has overall responsibility for ensuring that our schools comply with all relevant data protection obligations.
3. The Data Protection Officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and liaising with the Business Manager to develop related policies and guidelines where applicable. They will provide an annual report of their activities directly to the Governing Body and, where relevant, report to the Governing Body their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the ALP processes, and for the ICO. Full details of the DPO's responsibilities are set out in their job description. Our DPO is Ian Hampson and is contactable via Northumberland County Council (Tel: 01670 623601).

4. The Business Manager acts as the representative of the Data Controller on a day-to-day basis.
5. All Staff are responsible for:
  - Collecting, storing and processing any personal data in accordance with this policy.
  - Informing the ALP of any changes to their personal data, such as change of address.
  - Contacting the DPO in the following circumstances:
    - a. With any questions about the operation of this policy, data protection law, retaining personnel data or keeping personal data secure.
    - b. If they have any concerns that this policy is not being followed.
    - c. If they are unsure whether or not they have a lawful basis to use personal data in a particular way.
    - d. If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area.
    - e. If there has been a data breach.
    - f. Whenever they are engaging in a new activity that may affect the privacy rights of individuals.
    - g. If they need help with any contracts or sharing personal data with third parties.

## Definitions

TERM	DEFINITION
<b>Personal Data</b>	<p>Any information relating to an identified, or identifiable, individual. This may include the individual's:</p> <ul style="list-style-type: none"> <li>• Name (including initials)</li> <li>• Identification number</li> <li>• Location data</li> <li>• Online identifier, such as a username</li> </ul> <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
<b>Special Categories of Personal Data</b>	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none"> <li>• Racial or ethnic origin</li> <li>• Political opinions</li> <li>• Religious or philosophical beliefs</li> <li>• Trade union membership</li> <li>• Genetics</li> <li>• Biometrics (such as fingerprints), where used for identification purposes.</li> <li>• Health – physical or mental</li> <li>• Sex life or sexual orientation</li> </ul> <p>It also includes information that <b>reveals</b> any of the above characteristics of an individual, for example:</p> <ul style="list-style-type: none"> <li>• The name and gender of a person's spouse would reveal the person's sexual orientation.</li> <li>• A photograph could reveal some of the above characteristics of a person.</li> </ul>
<b>Processing</b>	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
<b>Data Subject</b>	<p>The identified or identifiable individual whose personal data is held or processed (all of our staff and pupils will be data subjects for example).</p>
<b>Data Controller</b>	<p>A person or organisation that determines the purposes and the means of processing of personal data (e.g. our school).</p>
<b>Data Processor</b>	<p>A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.</p>
<b>Personal Data Breach</b>	<p>A breach of security leading to the accidental or unlawful destruction, loss. Alternation, unauthorised disclosure of, or access to personal data.</p>
<b>Lawful Bases</b>	<p>There are 6 'lawful bases' (or reasons) that you can use to justify why you need to process person data. You only need to meet one of the conditions.</p>

## Personal Data Breach Procedure

This procedure is based on guidance and personal data breaches produced by the ICO.

- The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
  - Lost;
  - Stolen;
  - Destroyed;
  - Altered;
  - Disclosed or made available where it should not have been;
  - Made available to unauthorised people.
- The DPO will alert the Business Manager and the Chair of Governors.
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure.)
- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen.
- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:
  - Loss of control over their data;
  - Discrimination;
  - Identify theft or fraud;
  - Financial loss;
  - Unauthorised reversal of pseudonymisation (for example, key-coding);
  - Damage to reputation;
  - Loss of confidentiality;
  - Any other significant economic or social disadvantage to the individual(s) concerned.

If it is likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO.
- The DPO will document the decision (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored ....
- Where the ICO must be notified, the DPO will do this via the 'report a breach' page of the ICO website within 72 hours. As required, the DPO will set out:
  - A description of the nature of the personal data breaching including, where possible:
    - The categories and approximate number of individuals concerned.
    - The categories and approximate number of personal data records concerned.
  - The name and contact details of the DPO.
  - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned.
- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible.
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
  - The name and contact details of the DPO;
  - A description of the likely consequences of the personal data breach;
  - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned.

- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
  - Facts and cause;
  - Effects;
  - Actions taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals).
 Records of all breaches will be stored .....
- The DPO and Business Manager will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible.

### **Actions to minimise the impact of data breaches**

We will take the actions set out below to mitigate the impact of different types of data breach, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.

### **Sensitive information being disclosed via email (including safeguarding records)**

- If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error.
- Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error.
- If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the ICT department to recall it.
- In any cases where the recall is unsuccessful, the DPO will contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way.
- The DPO will ensure we receive a written response from all the individuals who received the data, confirming that they have complied with this request.
- The DPO will carry out an internet search to check that the information has not been made public; if it has, we will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted.



## Privacy Notices

### Privacy Notice for Staff



Under data protection law, individuals have a right to be informed about how the Ashington Learning Partnership (ALP) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or otherwise engage, to work at our school.**

The Ashington Learning Partnership are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Linda Papaioannou, School Support Officer, NCC (see 'Contact us' below).

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Salary, annual leave, pension and benefits information;
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information as part of the application process and information gathered as part of the interview process;
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- Performance information;
- Outcomes of any disciplinary and/or grievance procedures;
- Absence data, including reasons for absence, details of medical conditions, medication, allergies and physical and mental health.
- Copy of relevant ID as outlined in Keeping Children Safe in Education, Part Three: Safer Recruitment;
- Photographs;
- CCTV footage;
- Data about your use of the school's information and communications system;
- Pecuniary interests.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions;
- Trade union membership;
- Criminal records;
- Health, including any medical conditions, and sickness records.

## **Why we use this data**

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Support effective performance management.
- Inform our recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable equalities monitoring.
- Improve the management of workforce data across the sector.
- Support the work of the School Teachers' Review Body.

## **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you.
- Comply with a legal obligation.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).
- We have legitimate interests in processing the data – appropriate checks are made with the disclosure and barring service.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

Personal data is stored in line with our Data Protection Policy and Records Management Policy.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy.

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals. If you require more information go to <http://intranet/default.aspx?page=6892>;
- The Department for Education – for further information go to <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data> or by contacting: Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk);
- Your family or representatives;
- Ofsted;
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll;
- Financial organisations;
- Central and local government;
- Trade unions and associations;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Professional bodies;
- Employment and recruitment agencies;

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

#### **How to access personal information we hold about you**

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form;

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

#### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress

- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113.
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Linda Papaioannou c/o Northumberland County Council, Tel: 01670 623600.

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

Under data protection law, individuals have a right to be informed about how the Ashington Learning Partnership (ALP) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals working with the ALP in a voluntary capacity, including governors**.

The Ashington Learning Partnership are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Linda Papaioannou, School Support Officer, NCC (see 'Contact us' below).

### **The personal data we hold**

We process data relating to those volunteering at the ALP. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details;
- References;
- Evidence of qualifications;
- Employment details;
- Information about business and pecuniary interests.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions.
- Disability and access requirements.
- Criminal records.

### **Why we use this data**

The purpose of processing this data is to support the ALP to:

- Establish and maintain effective governance;
- Meet statutory obligations for publishing and sharing governors' details;
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils;
- Undertake equalities monitoring;
- Ensure that appropriate access arrangements can be provided for volunteers who require them.

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).
- We have legitimate interests in processing the data – for example, where appropriate checks are made with the disclosure barring service.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

Personal data is stored in accordance with our Data Protection Policy and Records Management Policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the ALP.

When your relationship with the ALP has ended, we will retain and dispose of your personal information in accordance with our Records Management Policy.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees. For further information go to <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data> or by contacting: Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT. Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors. If you require more information go to <http://intranet/default.aspx?page=6892>.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support.
- Professional advisers and consultants.
- Police forces, courts.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

#### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the ALP holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113.
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Linda Papaioannou c/o Northumberland County Council, Tel: 01670 623600.

**ALP SUBJECT ACCESS REQUEST FORM**

Please provide the following details about yourself:

<b>Surname:</b>		<b>First Names:</b>	
<b>Address:</b>			<b>Post Code:</b>
<b>Tel No:</b>		<b>Email:</b>	

Please note that data will be supplied to this email address so you must make sure safeguards are in place to protect your data.

**Are you requesting information about yourself?** If so, you are the data subject and documentary evidence of your identity is required, i.e. at least two identifying documents such as a driving licence, passport, recent utility bill etc.

**If you are requesting information about someone else,** a third party, please supply the written consent of the third party and supply their full details. Identifying documents will also be required.

Why are you requesting this information rather than the third party themselves:

Please describe the information you seek together with any other relevant information to help us identify the information you require. Please be precise as possible, for example:

Your personnel file

Your child's school report - dates: .....

Your child's behaviour information held by "name of staff": .....

Other, please specify .....

.....

.....

.....

Any relevant dates to help us identify what you need: .....

**ALL APPLICANTS MUST COMPLETE THIS SECTION**

I confirm that the information given on this application form to the Ashington Learning Partnership is true, and I understand that the Ashington Learning Partnership may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

<b>Signature:</b>		<b>Date:</b>	
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Please return the completed form to the Business Manager of the school you are applying to along with the following:

- 1) Evidence of your identity(ies).
- 2) Evidence of the data subject's identity (if different from 1).
- 3) Stamped addressed envelope for return of proof of identity/authority document.

We must respond to your request for information within 30 calendar days from receipt of the above.



*The maximum amount we may charge for dealing with the request depends on the number of pages of information to be supplied and ranges from £1 (up to 19 pages) to £50 (over 500 pages). You will be provided with an estimate of the cost of providing the information before we start any work on your behalf.*

<b>Number of pages</b>	<b>Maximum fee</b>
1-19	£1
20-29	£2
30-39	£3
40-49	£4
50-59	£5
60-69	£6
70-79	£7
80-89	£8
90-99	£9
100-149	£10
150-199	£15
200-249	£20
250-299	£25
300-349	£30
350-399	£35
400-449	£40
450-499	£45
500+	£50

## Information for Staff

Under the General Data Protection Regulation (GDPR), you should be doing everything in your power to prevent a breach of personal data.

This includes ensuring that any physical documents containing personal data taken home by staff are kept secure, to prevent the data from being lost, stolen or accidentally leaked.

The DPO is the first point of contact for individuals whose data the ALP processes, and for the ICO. Full details of the DPO's responsibilities are set out in their job description. Our DPO is Linda Papaioannou and is contactable via Northumberland County Council (Tel: 01670 623601).

The **Business Manager** acts as the representative of the Data Controller on a day-to-day basis.

**All staff** are responsible for

- Collecting, storing and processing any personal data in accordance with the policy.
- Informing the ALP of any changes to their personal data, such as change of address.

Contact the DPO in the following circumstances:

- If they have any concerns that the policy is not being followed
- If they are unsure whether or not they have a lawful basis to use personal data in a particular way.
- If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area.
- If there has been a data breach.
- Whenever they are engaging in a new activity that may affect the privacy rights of individuals.
- If they need help with any contracts or sharing personal data with third parties.

### Store data remotely

As far as possible, keep personal and sensitive data in an electronic format on a Google Drive that staff can access remotely when working from home. Ensuring this data is stored remotely means it can't be misplaced or lost.

### What staff can take home

Hardcopy documents with little personal data, such as student workbooks or coursework, are suitably low risk and may be taken home by staff.

Hardcopy documents with more substantial amounts of personal data need more scrutiny in how they're handled. These include:

- Pupil records
- Annual or termly pupil reports

A sign out procedure will be established for staff removing hardcopy documents with significant amounts of personal data. Documents will be signed out and signed back in on their safe return to site. These logs will be held in the school office.

### Ensure documents kept secure

Documents taken off site should be kept in a closed folder, such as one with a zip lock. Staff should include their name and contact details in case the folder is lost.

Staff should place the documents in a secure area of their house, preferably under lock and key.

Staff must avoid leaving documents in their car.

When returning the documents to school, staff should take them immediately to their original storage place rather than leaving them on desks to return later.

### **Encrypt emails**

When sending personal and sensitive data by email, you should send it as an attachment and you should encrypt that attachment or password protect.

Encryption protects the contents of an email from being read by people other than the intended recipient.

Settings that prevent contact addresses from auto-filling should be used where possible. This means it will be more difficult to accidentally send emails to the wrong person.

Settings that require staff to manually confirm they want to send an email should be enabled, where possible, as a precaution against the ease of sending emails accidentally.

### **Use password protection**

#### **Check the recipient's security arrangements**

Even if you have a secure server, sending an email to a recipient whose systems are insecure can create security issues.

Check that the security arrangements of recipients are secure enough before sending them an email with personal data in it, the IT team can help with this.

You should blind carbon copy ('bcc') the recipients. By using 'bcc', their email address cannot be seen by other recipients. For example, if you're emailing a group of parents who wouldn't otherwise have access to each other's personal details then you should use 'bcc' to ensure their email addresses are hidden.

If you carbon copy ('cc') a recipient, their email address is visible to everyone else who receives the email.

### **Keeping data secure**

- Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.
- Confidential paper records will not be left unattended or in clear view anywhere with general access. **Please note any information that can identify a child i.e. three pieces of information: first name, surname, dob, month of birth, should not be displayed in the classroom or around school. Never display a child's full name even though this is only two pieces of information i.e. on a milk list.**
- Digital data is coded, encrypted (for mobile devices) and/or password protected, both on a local hard drive and on a network drive that is regularly backed up off-site.
- Where data is saved on removable storage of a portable device, the device will be encrypted and kept in a locked filing cabinet, drawer or safe when not in use.
- Memory sticks will not be used to hold personal information unless they are password protected and fully encrypted.
- All electronic devices used by staff are password protected to protect the information on the device in case of theft.

- Where possible, the ALP enables electronic devices to allow the remote blocking or deletion of data in case of theft (e.g. through use of Lightspeed MDM).
- Staff and governors will not use their personal laptops or computers for school purposes.
- All necessary members of staff are provided with their own secure login and password, and every computer regularly prompts user to change their password.
- Emails containing sensitive or confidential information are encrypted if there are unsecure servers between the sender and the recipient.
- Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
  
- Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. use of encryption and keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of data.

The ALP takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action. The SLT is responsible for continuity and recovery measures are in place to ensure the security of protected data.

## Transportation, Transfer and Sharing of Data

The Ashington Learning Partnership (ALP) encourages employees to use new technology to enhance Trust efficiency, performance and customer service, as well as assisting personal development. This policy includes all types of hard copy information and “communication facilities” which includes telephones (mobile and desk), internet, intranet, email, google accounts, applications, application data and supporting infrastructure.

The purpose of this policy is to describe the rules and procedures to assist in the protection of all information assets owned and used by the ALP from the risks posed by inappropriate use and access. Inappropriate use of information and information systems exposes the ALP to unnecessary risks. Examples include virus attacks, compromise of network systems and services, unlawful disclosure of information, regulatory and legal issues.

This covers the storage, processing, transporting, sharing and disclosing of Trust data, and the security controls required to maintain the confidentiality and integrity of the data.

### Risks and impact

1. There are a number of risks associated with the transportation, sharing and transfer of data, including but not limited to:
  - Information being lost, damaged or intercepted in transit, e.g. stolen/lost laptops or memory sticks, opened envelopes.
  - Delivery service delivering mail incorrectly.
  - Information being sent to the wrong address or being intercepted when sent by email, post or fax.
  - Information received within the organisation but delivered to the wrong person.
  - Confidential conversations being overheard.
  - Personal information not being disposed of appropriately.
  
2. These and other risks have the potential to impact on:
  - The individuals whose information has been put at risk.
  - Users whose actions placed the information at risk. Their actions may lead to disciplinary action, and there may also be legal implications.
  - The organisation itself may experience a lack of public trust and confidence, and there is potential for prosecution under information legislation.

### System Access and Passwords

It is a criminal offence under the Computer Misuse Act, 1990 to deliberately attempt to access a system to which you have no authority. The Infrastructure Manager regularly monitors systems and unauthorised attempts at accessing systems may be investigated.

All computer users are given a Username and Password; these are unique and must not be shared with any other staff members.

No user is permitted to log onto any other user’s account - In the (unlikely) event that there is a requirement to access another user’s account; this must be requested via Line Manager who will request the appropriate approval via the Infrastructure Manager.

Passwords should not be written down, or kept where others might find them.

Passwords should be hard to guess and contain at least eight characters. Passwords must include a mixture of upper and lower case, numbers and special characters such as: ! , #, £, \$.

All users must ensure that they log out successfully from systems when they are finished using them.

Passwords should be changed at regular intervals. A number of Systems are configured to force password changes at regular intervals.

## **Disclosure**

### 1. Disclosure of data by telephone / SMS:

- Data must never be given out over the phone or by any other verbal means unless it is absolutely clear who the data is being given to and that they are entitled to that data and are ready and able to accept it. Use of a security word should also be considered to validate information sharing where appropriate.
- If using text (SMS) messages for personal information, the recipient's consent to be being contacted in this way must be obtained.
- Coded messages must be considered, and all messages received or sent must be documented and deleted immediately.
- A dedicated work phone must be used for SMS messaging, with named users responsible for its physical security and access password.

### 2. Disclosure of data by Fax:

- Sensitive information should not be sent via fax.
- Confirmation that the fax machine is in a secure location is required.
- If sending personal information by fax, pre-programmed speed-dialling must not be used, and top sheets must be clearly marked "Private and Confidential", together with the number of pages being sent and the contact details of the sender.
- A time must be agreed with the recipient for the sending of the fax, and confirmation of delivery or non-delivery must be given.

### 3. Disclosure of hard copy data by external and internal mail:

- Information transported by surface mail must be by recorded delivery and must be protected from unauthorised access and environmental damage. External organisations should be requested to use secure post when forwarding confidential information, using tamper-evident packaging when possible.
- When using internal mail confidential information must be placed in clearly identifiable envelopes and must be protected from loss and accidental viewing, using lockable storage equipment where appropriate.

## **Unattended Equipment**

Computer equipment that is logged on and left unattended can present a tempting target for unscrupulous users or third parties on the premises. Unauthorised access of unattended equipment can result in harmful or fraudulent use.

Equipment should therefore always be safeguarded appropriately – especially when left unattended. The Infrastructure Manager has implemented controls to help assist the user. Devices must have a password protected screen-lock. Users are required to screen-lock their computers prior to leaving them unattended.

## **File Storage on local device**

All data saved to a mobile device must be transferred to Google drive as soon as possible. The data must then be removed from the device as soon as practicable in order to minimise the amount of personal / confidential or ALP information potentially available to anyone who may attempt to access the device.

When the user uses a windows based PC or laptop using windows software (as opposed to Google Apps) and loses internet connection they must store any data required on the local windows device. When an internet connection is re-established, the employee must ensure that they copy the data across from the local windows device to the required destination.

## **Transfer and sharing of data to third parties**

1. Personal data must not be downloaded to mobile devices or to USB sticks or emailed as an attachment or in the body of an email sent to an external address without secure protection
2. Employees must only send what is absolutely required to be sent.
3. Initial questions to consider:
  - Do you know what the data contains?
  - Are you sure you have the authority to send the data? If not, consult with line manager.
  - Does the data need to be sent at all?
4. It is recognised that there are circumstances under which a legitimate request may be received for copies of data held by the ALP – an example may be a system support company requiring a copy of a database, or access to a database in order to carry out support or maintenance work.
5. Enabling of access to a database must always be considered preferable to the copying of the data to portable media such as laptops, CD or memory sticks.
6. If a request is received for access to or copies of a database which contains personal or sensitive business data, the appropriate member of SLT must confirm that the access or copying is legitimate.
7. Consideration must be given to enabling secure connection to the network to enable the company or individual to access the data remotely.
  - The Infrastructure Manager must be consulted about setting up this process.
8. In both cases the company or individual must be made aware of the ALP Data Protection Policy in the case of personal data, and must be required to complete the ALP's Confidentiality Agreement and comply with all of its requirements.
9. Only if on-site or remote network access is not possible should consideration be given to copying the data to a CD, DVD or other removable storage device.
  - Copying must take place under secure and controlled circumstances, and only when authorised by an appropriate member of SLT .
  - Only sufficient data must be copied for the purpose.
  - The removable device must be password protected in an appropriate manner.
  - If a CD, DVD or other removable storage device is to be sent to the company or individual, this must be by Recorded Delivery.
    - The name and address of the recipient must be entered clearly on the envelope or parcel, which must be marked "Private and Confidential" and be securely packaged to prevent loss or damage during transit.
  - The data must not be supplied until the company or individual has been made aware of the Trust's Data Protection Policy in the case of personal data, and has completed the Trust's Confidentiality Agreement and agreed to comply with all of its requirements.

**Antivirus**

All Trust computers have the schools approved anti-virus software installed and scheduled to run at regular intervals.

It is the responsibility of the users to report any viruses found on their computers to the IT Team. If a virus is discovered on a computer, the IT Team will remove the machine from the network until it is verified as virus-free.

Users should never download files from unknown or suspicious sources. All spam emails should be deleted and unknown or suspicious attachments must not be opened.

Users should never attempt to disable their anti-virus software on their computer. If problems arise, the user should contact the ALP IT Team.

**Clear Desk**

All confidential items (documents, CD, DVD, Data sticks, etc.) should be locked in a secure environment when the area is unattended. No confidential information should be available for casual viewing or inspection by visitors. All confidential documents should be placed in the confidential waste bins when ready for disposal. All confidential documents that have been sent to a shared printer should be collected immediately and not left for casual viewing or inspection. Any confidential notes produced during the day should be destroyed prior to going home.