



ST. EDWARD'S OXFORD

Data Policy

1. Introduction:

St Edward's Oxford is committed to protecting the rights of individuals with respect to the processing of their personal data. This policy sets out the School's commitment to the principles of the Data Protection Act 1998 and to ensure that all personal data is stored and processed accurately, securely and purposefully in a timely manner.

2. Statement of Policy:

The School is required to process relevant Personal Data in paper, electronic and other forms regarding pupils, their families and guardians as part of its operations. We shall take all reasonable steps to do so in accordance with this Policy. This may include obtaining, recording, and holding, disclosing, destroying or otherwise using data that may relate to pupils, current, past or prospective as well as their families and guardians.

3. The Data Protection Act:

The Data Protection Act 1998 sets out a framework to give individuals rights over their personal data and to ensure that the data held and processed about them is done so fairly, securely and accurately.

The Act balances the legitimate needs of organisations to collect and use personal data with the individual's rights to maintain the accuracy and privacy of their information. The Act requires that any organisation such as the School who handles an individual's personal data be registered with the Information Commissioner's Office (ICO) and comply with a number of important principles and legal obligations.

The Act gives rights to living individuals regarding their data and how it is held and processed and they are entitled, upon making an access request, to be supplied with a copy of any information held about them. Living individuals also have the right to challenge the processing of their personal data and request that it is amended or deleted where appropriate.

4. Data Protection Principles:

The School aims to comply with the eight principles of The Data Protection that set out how data can be legally stored and processed. These principles are:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

5. **Personal Data:**

Personal data means data which relates to a living individual who can be identified from that data. Personal data also includes other information which is in the possession of, or is likely to come into the possession of the School which when combined with the original data could be used to identify an individual.

The School may hold and process a wide range of personal data of the pupils and their parents and guardians.

Personal data also includes any expression of opinion about the individual and any indication of the intentions of the School or any other person in respect of the individual.

The most common types of personal data that will be held and processed by the School include:

- Name
- Home address
- Telephone number
- Age or date of birth
- Email address
- Photographs, recordings or other images

6. **Sensitive Personal Data:**

Sensitive personal data means personal data consisting of information relating to:

- racial or ethnic origin
- political opinion
- religious beliefs or other beliefs of a similar nature

- trade union membership
- physical or mental health condition
- sexual life
- commission or alleged commission of a criminal offence
- medical information

7. **Handling of Data:**

The scope of this policy extends to all St Edward's School departments, employees, pupils, contractors and parents who use or access the School's information systems and data assets. Only staff with appropriate authorisations from the School may access any Personal Data.

The School may maintain paper, electronic and other records or information relevant to the data subject. Data subject means an individual who is the subject of personal data. Subject to the School giving reasonable notice of its intention to do so, it shall be at liberty to disclose facts to any school subsequently attended by the pupil or to which application for a place has been made.

Any information which falls under the definition of Personal Data, and is not otherwise exempt, will remain confidential and will be disclosed to third parties only with the consent of the appropriate individual or under the terms of this Policy. The School may use data for statistical information and reporting that will not identify the pupil.

8. **Use of Information with consent:**

In general, the School will only disclose data about individuals with their consent.

If an individual wishes to withdraw or change consent preferences at any time, they must inform the School in writing.

The School may make use of personal data relating to staff, pupils, parents and guardians in the following ways:

- The School may use personal data relating to the individuals including maintaining a database of their photographs and recordings for internal and external publications. This includes photographs and recordings of our pupils engaged in activities and events in the interest of creating a pictorial as well as maintaining historical records.
- In order to send out School publications, contacts details of the individuals may need to be shared with trusted suppliers for printed and electronic material.
- Data may be used for fundraising or promotional purposes and to maintain contacts with pupils and parents for development and marketing.

9. **Exemptions:**

Authorised Disclosures of Personal Data to Third Parties: In general, the School will only disclose data about individuals with their consent. However, there are circumstances under

which the School's authorised staff may need to disclose data without the express consent of the individual. Certain data is exempted from the provisions of the Data Protection Act. These circumstances may include an emergency in School such as a medical emergency or to prevent or detect crime.

It should be noted that certain data is exempt from the right of access under the Data Protection Act. This may include information which identifies other individuals, information which the School reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege or is relevant to the prevention or detection of crime. The School is also not required to disclose any pupil examination scripts. The School will treat as confidential any reference given by the School for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. The School acknowledges that an individual may have the right to access a reference relating to them received by the School. However such a reference will be disclosed only if it will not identify the source of the reference or where, notwithstanding this, the referee has given their consent, or if disclosure is reasonable in the circumstances.

The above are a few examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the Data Protection Officer (DPO).

10. Data Transfer:

Personal data transfers outside of the School are carefully considered and all steps are taken to ensure the security of the data.

11. Retention of Data:

The School has a duty to retain pupil personal data for a period of time following their departure from the School, mainly for legal reasons, but also for other purposes such as being able to provide references.

The School's backup and data retention policy defines the length of time that various data records should be kept. This retention period includes all copies of the data held on the School's management system and in any other application or on any other media.

12. Data Protection Officer (DPO) and staff responsibilities:

The School's Data Protection Officer is the Bursar.

All Staff

All School staff in whatever role or level within the organisation including temporary/agency staff working for St Edward's may be users of the School's information assets. As users of the School's information assets there is a responsibility to abide by this policy and relevant legislation.

Governors

Overarching responsibility for ensuring the School's commitment to this policy and data protection.

Warden

The School's Warden is ultimately responsible for the development, ongoing review and enforcement of this policy. The Warden is also responsible for ensuring that appropriate action is taken in the event of a breach of this policy or an incidence of non-compliance which may lead to a breach occurring.

Information Technology Steering Committee (ITSC)

Responsible for the approval of data protection related policies and approving the implementation of data protection related controls.

13. Auditing:

To ensure compliance with the Act the School will undertake periodic audits of systems and business processes to identify areas of non-compliance or improvement.

14. Accuracy:

The School endeavours to ensure that all personal data held is up-to date and accurate. Parents should inform the School of any changes to personal details. An individual has the right to request that data about them is corrected or deleted.

15. Right of Access:

The Data Protection Act gives individuals the right to access personal information held by the School about them within a reasonably practical timescale. An individual should make this request in writing to the School's Data Protection Officer.

The School may charge an administration fee for providing this information for Subject Access Requests.

16. Registration:

The School is registered as a Data Controller with the Information Commissioners Office (ICO).

17. Data Breach and Complaints Procedure:

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the Act, or believe a data breach has occurred, they should notify the Data Protection Officer (DPO) in writing.

The School will take all steps possible to ensure that it is rectified or corrected.

18. Further Information, References and Advice Lines:

The following links provide access to more information regarding data protection and the rights of individuals.

Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29>

The Data Protection Act – Your Rights and the Law – UK Government
<https://www.gov.uk/data-protection/the-data-protection-act> Information
Commissioners Office [https://ico.org.uk/for-organisations/guide-to-
data-protection/](https://ico.org.uk/for-organisations/guide-to-data-protection/)

Some information for this policy has been acquired from the ISBA Website.