

DATA PROTECTION POLICY

The School is registered under the Data Protection Act.

General Statement of the School's Duties

The School is required to process relevant personal data regarding members of staff as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. This policy applies to all personnel including those in Early Years Foundation Stage (EYFS)

Data Protection Controller

The School has appointed The Bursar as the Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

The Principles

The School shall so far as is reasonably practicable comply with the Data Protection Principles (the Principles) contained in the Data Protection Act to ensure all data is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection

Personal Data

Personal data covers both facts and opinions about an individual. It includes information necessary for employment such as the member of staff's name and address and details for payment of salary.

Processing of Personal Data

A member of staff's consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the member of staff.

Sensitive Personal Data

The Study Preparatory School may, from time to time, be required to process sensitive personal data regarding a member of staff. Sensitive personal data includes medical information and data relating to gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the member of staff will generally be required in writing.

Rights of Access to Information

Members of staff have the right of access to information held by The Study Preparatory School, subject to the provisions of the Data Protection Act 1998. Any member of staff wishing to access their personal data should put their request in writing to the DPC. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. The information will be imparted to the member of staff as soon as is reasonably possible after it has come to the School's attention.

Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

Accuracy

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

Enforcement

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

Policy last updated: 6 April 2010