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# Data Protection Policy

(GDPR Compliant)

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Version Control

## **Contents**

1. Aims and scope
2. Other linked policies
3. Legislation and guidance
4. GDPR guidance and procedures

## 1. Aims and Scope

Our Trust aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format. The way the Trust implements this is set out in 'GDPR Guidance and Procedures'.

## 2. Other linked policies

This data protection policy is linked to our:

- Freedom of information policy and publication scheme
- Online safety policy
- ICT acceptable usage
- Safeguarding and Child Protection policy

## 3. Legislation and guidance

This policy and its associated guidance and procedures meets the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the [GDPR](#) and the ICO's [code of practice for subject access requests](#).

It meets the requirements of the [Protection of Freedoms Act 2012](#) when referring to our use of biometric data.

It also reflects the ICO's [code of practice](#) for the use of surveillance cameras and personal information.

## 4. GDPR Guidance and Procedures

The way the Trust implements this policy is set out in the 'GDPR Guidance and Procedures' which covers the following:

- The data controller roles and responsibilities
- Data protection principles
- Collecting and sharing personal data
- Subject access requests and other rights of individuals
- Parental requests to see the educational record
- Biometric recognition systems
- CCTV
- Photographs and videos
- Data protection by design and default
- Data security and storage of records
- Disposal of records
- Training
- Monitoring arrangements
- Personal data breach procedure