



## **DATA PROTECTION POLICY**

### **RATIONALE:**

The Rainbow Education Multi Academy Trust is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, parents and Governors.

### **TRUST STATEMENT:**

The Rainbow Education Multi Academy Trust needs to keep certain information about employees, pupils and other users to allow to monitor performance, achievement, and health and safety.

To comply with the law and principles set out in the Data Protection Act 1998, this information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Therefore the data kept must:

- 1) Be obtained and processed fairly and lawfully.
- 2) Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- 3) Be adequate, relevant and not excessive for that purpose.
- 4) Be accurate and kept up to date.
- 5) Not be kept for longer than is necessary for that purpose.
- 6) Be processed in accordance with the data subject's rights.
- 7) Be kept safe from unauthorised access, accidental loss or destruction.

All staff that process or use personal information must ensure that they follow these principles at all time as a condition of employment. Any failures to follow the policy could therefore result in disciplinary proceedings.

### **DATA CONTROLLER AND DESIGNATED DATA CONTROLLERS:**

The School, as a body, is the Data Controller under the 1998 Act, and the Governors are therefore ultimately responsible for implementation. However, the Designated Data Controllers will deal with day-to-day matters. These are identified as: The Executive Headteacher, The Head of School, Assistant Headteacher, Senior Leaders & School Office Manager.

### **COMPLAINTS:**

Any member of staff, parent or other individual who considers that this policy has not been followed in respect of personal data about himself or herself or their child should follow procedures set out in the school schools complaints policy.

### **RESPONSIBILITIES OF STAFF:**

All staff are responsible for:

- 1) Checking that any information that they provide to the school in connection with their employment is accurate and up to date.
- 2) Informing school of any changes to information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The School cannot be held responsible for any errors unless the staff member has informed the School of such changes.
- 3) Handling all personal data (e.g. – pupil attainment data) with reference to this policy.
- 4) Data Security – i.e. Any personal data that they hold regarding pupils or other members of staff are kept securely- i.e. Passwords on school laptops – Only share information on Google drive (not e-mail or on a memory stick)
- 5) Personal information is not disclosed orally or in writing to any unauthorised third party. (Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases).
- 6) Keep documented personal information in a filing cabinet, drawer, or safe in a secure office.

**RIGHTS TO ACCESS INFORMATION:**

All staff, parents and other users are entitled to:

- 1) Know what information the school holds and processes about them or their child and why, unless specifically linked to child protection.
- 2) Know how it is kept up to date.
- 3) Know what the school is doing to comply with its obligations under the 1998 Act.

The school will therefore send out regular contact/information data sheets to parents for them to check and up-date/correct the information held. Pupil performance will be shared three times again – twice in parents evening and once in a written report.

**Policy Written:** December 2022

**Policy Review Date:** December 2023