



# ST. JOSEPH'S COLLEGE

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## **Data Protection Policy for Pupils and Parents**

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

The College is registered with the Information Commissioner's Office.

### **About this Policy**

Everyone has rights with regard to the way in which their personal data is handled. This policy is intended to outline information about how the College will use (or "process") personal data about individuals. The policy relates to all sections of the College, including the Early Years Foundation Stage.

Anyone who works for, or acts on behalf of the College should be aware of and comply with the terms and conditions and any other information and policies the College may provide about a particular use of personal data, including e.g. the College policy on taking, storing and using images of children.

All staff should also read and familiarise themselves with the Privacy Notices for Staff, Parent, Alumni and Students which contains further information about data subjects.

### **General Statement of the College Duties**

The College is required to process relevant personal data regarding staff as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

### **Responsibility for Data Protection**

In accordance with the General Data Protection Regulations 2018 ('the Act'), the College has notified the Information Commissioner's Office of its processing activities.

The College has appointed Mr Anthony Leggett (The Bursar) as Data Protection Officer ("DPO") who will endeavour to ensure that all personal data is processed in compliance with this policy and the Act.

### **Processing of Personal Data**

The College may process a wide range of personal data about all individuals. All staff have a personal responsibility for the practical application of this policy and the privacy notice.

Staff should generally not process personal data unless:

- The individual whose details are being processed has consented to this
- The processing is necessary to perform the College legal obligations or exercise legal rights or



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- The processing is otherwise in the College legitimate interests and does not unduly prejudice the individual's privacy

When gathering personal data or establishing new data protection activities, staff should ensure that individuals whose data is being processed receive appropriate data protection notices to inform them how the data will be used. There are limited exceptions to this notice requirement. In any case of uncertainty as to whether a notification should be given, staff should contact the DPO.

### **Sensitive Personal Data**

The College may, from time to time, need to process "sensitive personal data" regarding individuals. Sensitive personal data includes information about an individual's physical or mental health, race or ethnic origin, political or religious beliefs, sex life, trade union membership or criminal records and proceedings. Sensitive personal data is entitled to special protection under the Act, and will only be processed by the College with the explicit consent of the appropriate individual, or as otherwise permitted by the Act.

### **Use of Personal Data by the College**

The College will use (and where appropriate share with third parties) personal data about individuals for a number of purposes as part of its operations and where otherwise reasonably necessary for the College, such as security, regulatory and legal purposes, including to obtain appropriate professional advice and insurance.

### **Data Accuracy and Security**

The College endeavours to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the DPO of any changes to information held about them.

An individual has the right to request that inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under the Act) and may do so by contacting the DPO in writing.

The College will take appropriate technical and organisational steps to ensure the security of personal data about individuals.

No member of staff is permitted to remove personal data from College premises, whether in paper or electronics form and wherever stored, without prior consent of the Headmaster or Bursar. Where a member of staff is permitted to take data offsite, any data stored in an electronic format must be encrypted. Any hard copies must be shredded after use. All staff should also refer to the Educational Visits Policy for the handling of data on educational visits and trips.

All staff should be aware of their duties under the Act.



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### **Rights of Access to Personal Data ("Subject Access Request")**

All staff have the right under the Act to access to personal data about them held by the College, subject to certain exemptions and limitations set out in the Act. Any individual wishing to access their personal data should put their request in writing to the DPO.

The College will endeavour to respond to any such written requests (known as "subject access requests") as soon as is reasonably practicable and in any event within statutory time-limits. The College may charge an administration fee for providing this information.

### **Exemptions**

You should be aware that certain data is exempt from the right of access under the Act. This may include information which identifies other individuals, or information which is subject to legal professional privilege.

The College is also not required to disclose any reference given by the College for the purposes of the education, training or employment of any individual.

### **Whose Rights**

The rights under the Act belong to the individual to whom the data relates

All staff and pupils are required to respect the personal data and privacy of others, and to comply with the College Computer Usage Policy and the College rules.

### **Data Retention and Storage**

The College will not keep personal data longer than is necessary for the purpose or purposes for which they were collected and will take all reasonable steps to destroy, or erase from its systems, all data which is no longer required. Staff should refer to the Data Retention and Storage policy for further information.

### **Enforcement**

If an individual believes that the College has not complied with this policy or acted otherwise than in accordance with Data Protection Law then they can make a complaint at any time in writing to the DPO or by contacting the Information Commissioner, although it is recommended by the ICO that steps are taken to resolve the matter with the College before involving the regulator.

The ICO helpline number is 0303 123 1113.



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## **Reporting of a Data Protection Breach**

In the event a data protection breach is discovered, the Data Protection Breach Reporting Form must be completed and returned to Mr Anthony Leggett, within 48 hours of the discovery of the breach. If you need any assistance in completing this form, please contact Mr Anthony Leggett or Mr Rich Clements.

If you are unable to complete this form for any reason, please do not delay in notifying the College.

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