



# **Data Protection Policy**

Adopted: Summer 2022  
Review Date: Summer 2024

## **Data protection Policy**

### **Part 1 Introduction and Key Definitions**

#### **1.1 Introduction**

The Eveleigh LINK Academy Trust needs to gather and use certain information about individuals.

These individuals can include pupils, parents/carers, employees, suppliers, business contacts and other people the Trust has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the Trust's data protection standards — and to comply with the law.

This data protection policy ensures that The Eveleigh LINK Academy Trust:

- complies with data protection law and follows good practice
- protects the rights of pupils, staff, parents/carers and other stakeholders
- is open about how it stores and processes individuals' data
- protects itself from the risks of a data breach

This Data Protection Policy is based on the six principles of the Data Protection Act (DPA) that personal data shall be:

1. processed lawfully, fairly and in a transparent manner
2. collected for specified, explicit and legitimate purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
4. accurate and kept up to date
5. kept in a form which permits identification of data subjects for no longer than is necessary
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss or damage

#### **1.2 Key Definitions**

##### **Data**

The DPA describes how organisations, including The Eveleigh LINK Academy Trust, must collect, handle and store personal information ('data').

Data is any information that the schools within the Trust collect and stores about individuals or organisations. Some data is more sensitive than others and particular care will be given to processing and managing this. Sensitive data includes:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- data concerning health or sex life and sexual orientation;
- genetic data; and
- biometric data.

Data can be stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

### **Data Subject**

A 'Data Subject' is someone whose details either an individual school within the MAT or the Trust keeps on file. The data subject has the following rights under data protection legislation:

- to be informed
- to have access to data stored about them (or their children)
- to rectification if there is an error on the data stored
- to erasure if there is no longer a need for the school or Trust to keep their data
- to restrict processing (e.g. limit what their data is used for)
- to object to data being shared or collected

Although data protection legislation affords these rights to individuals, in some cases the obligations schools have to share data with the DfE etc override these rights (this is documented later in the policy under 'Privacy Notices').

### **Data Controller**

The 'Data Controller' has overall responsibility for the personal data collected and processed and has a responsibility for ensuring compliance with the relevant legislation. They are able to delegate this to 'Data Processors' to act on their behalf.

The Eveleigh LINK Academy Trust is the 'Data Controller'.

### **Data Processor**

A 'Data Processor' uses, collects, accesses or amends the data that the controller is authorised to collect or has already collected. It can be a member of staff, third party company or another organisation such as the Police or Local Authority (LA).

## **Part 2 Organisational Arrangements**

### **2.1 Overall Responsibility**

The Eveleigh LINK Academy Trust will meet its obligations under the DPA by putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

### **2.2 Roles & Responsibilities**

The Board of Trustees will:

- Establish and maintain a positive data protection culture.
- Ensure that a Data Protection Policy is prepared for approval and adopted by the Local Governing Bodies of each Trust school; this Policy should be reviewed at least every two years
- Ensure that the effectiveness of the Data Protection Policy is reviewed and monitored
- Appoint a Data Protection Officer and provide adequate resources and support for them to fulfil their statutory duties
- Allocate sufficient resources for data protection; for example, in respect of training for staff or encryption technology for devices.
- Monitor and review data protection issues.
- Ensure that the Trust provides adequate training, information, instruction, induction and supervision to enable everyone within the MAT to comply with their data protection responsibilities.
- Monitor the work of the Data Protection Officer to ensure they are fulfilling their responsibilities.
- Review and act upon data protection compliance reports from the Data Protection Officer.

The Senior Leadership Teams (SLT) will:

- Promote a positive data protection culture.
- Ensure that all staff within their schools co-operate with the policy.
- Ensure that staff are competent to undertake the tasks required of them and have been provided with appropriate training.
- Provide staff with equipment and resources to enable them to protect the data that they are processing.
- Ensure that those who have delegated responsibilities are competent, their responsibilities are clearly defined and they have received appropriate training.

The Data Protection Managers in each school will:

- Inform and advise the school of its obligations under data protection legislation.
- Monitor compliance with the legislation and report to the Board of Trustees on a termly basis.
- Cooperate with the supervisory authority (e.g. Information Commissioners Office) and act as the main contact point for any issues.
- Seek advice from other organisations or professionals, such as the Information Commissioners Office as and when necessary.
- Keep up to date with new developments in data protection issues for schools.
- Act upon information and advice on data protection and circulate to staff and governors.
- Ensure that the SLT carry out a data protection induction for all staff and keep records of that induction.
- Coordinate the school response to a Subject Access Request.
- Coordinate the school response to a data breach

Staff at the school will:

- Familiarise themselves and comply with the Data Protection Policy.
- Comply with the Trust's data protection arrangements.
- Follow the data breach reporting process.
- Attend data protection training as organised by the school.
- Sign the Acceptable Use Policy on appointment.

## **Part 3 Detailed Arrangements & Procedures**

### **3.1 Data Management**

#### **Data Registration**

As Data Controller, the Trust must register as a Data Controller on the Data Protection Register held by the Information Commissioner. Schools are registered on an annual basis.

#### **Data Protection Officer**

As a public body, The Eveleigh LINK Academy Trust is required to appoint a Data Protection Officer (DPO).

At The Eveleigh LINK Academy Trust the DPO role is fulfilled by:

DPO name – Helen Wilson Email – [Helen.wilson@sbmservices.co.uk](mailto:Helen.wilson@sbmservices.co.uk)

Correspondence address – Helen Wilson SBM Services, 12 Park Lane, Business Centre Park Lane, Langham, Colchester, CO4 5WR

01206 671103

The role of the trust's external DPO is to:

- Inform and advise the Trust and the employees about obligations to comply with all relevant data protection laws.
- Monitor compliance with the relevant data protection laws.
- Be the first point of contact for supervisory authorities.
- Co-ordinate training on data protection for all key stakeholders in the Trust.
- Be the interface between the organisation and the regulator for prior consultations, incident reporting and complaints.
- Manage data protection related queries from the Data Subjects of the client.
- Will manage security breaches which meet the threshold for reporting to the ICO and report within 72 hours as directed in the GDPR. This relies on the school reporting the incident to DPO within 24 hours.

### **Data Protection Awareness**

In order to ensure organisational compliance, all staff and other key stakeholders (eg trustees, governors, volunteers) will be made aware of their responsibilities under the data protection legislation as part of their induction programme (both as a new employee/governor/trustee to the organisation or if an individual changes role within a school or the Trust).

Annual data protection refresher training will take place to reinforce the importance of staff adhering to the legislation.

A record of the professional development undertaken by the individual will be retained on their training record.

### **Data Mapping**

The Trust has documented all of the data that it collects within a 'Data Flow Map'. This data inventory records:

- the data held
- what the data is used for
- how it is collected
- how consent is obtained
- how the data is stored
- what the retention period is
- who can access the data
- who is accountable for the data
- how the data is shared
- how the data is destroyed

For each data type, the probability of a data breach occurring is assessed (very high, high, medium, low or very low) and actions to be taken to mitigate the risk are recorded.

It is the responsibility of the DPO to ensure the 'Data Flow Map' is kept up to date. The map should be a live document and updated regularly.

### 3.2 Third Party Suppliers Acting as Data Processors

As Data Controller, the Trust is responsible for ensuring that correct protocols and agreements are in place to ensure that personal data is processed by all subcontractors and other third parties in line with the principles of the data protection legislation.

Individuals within each MAT school and those members of staff within the Trust Business Centre who have a responsibility for securing contracts and agreements with such third parties are responsible for ensuring that all external data processing is contracted out in line with the principles of the DPA. These type of agreements include:-

- IT contracts and processes.
- Physical data and hard copy documents.
- Data destruction and hardware renewal and recycling financial and personnel information.
- Pupil and staff records.

Only third party suppliers who can confirm they have appropriate technical, physical and organisational security to securely process data will be considered as suitable partners.

The procurement process will ensure that all contracts are suitable and reflect DPA requirements. Review of current and due consideration of future contracts will require this even if data processing is ancillary to the main purpose of the contract.

The external processor will confirm with the Data Controller that suitable security and operational measures are in place.

Any potential supplier or purchaser outside the EU will be obliged to confirm how they comply with the DPA and give contractual assurances.

The DPO may require a specific risk assessment to be undertaken if the data is sensitive, and if an increased risk is likely due to the nature, or proposed nature, of the processing.

A written agreement will be in place between the supplier and the school to confirm compliance with the DPA principles and obligations to assist the Trust in the event of data breach or subject access request, or enquiries from the ICO.

The Trust must have the right conduct audits or have information about audits that have taken place in respect of the relevant processes of the supplier's security arrangements whilst the contract is in place or whilst the supplier continues to have personal data that relates to the contract on its systems.

Any subcontracting must only be done with the written consent of the Trust as Data Controller; this consent will be given by the Trust's Chief Executive Officer. This must be the case for any further subcontracting down the chain. All subcontractors must confirm agreement to be bound by DPA principles when handling the school's data, which shall also include co-operation and eventual secure destruction or return of data.

The school has a 'Third Party Request for Information' form which must be used for third party suppliers acting as a Data Processor for the school.

### **3.3 Consent**

As a Trust we will seek consent from staff, volunteers, young people, parents and carers to collect and process their data. We will be clear about our reasons for requesting the data and how we will use it. There are contractual, statutory and regulatory occasions when consent is not required. However, in most cases, data will only be processed if explicit consent has been obtained. Where consent is given, a record will be kept documenting how and when consent was given.

Consent is defined by the DPA as “any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by clear affirmative action, signifies agreement to the processing of personal data relating to him or her”. Consent may be withdrawn by an individual at any time.

The consent of parents will be sought prior to the processing of a child’s data except where the processing is related to preventative or counselling services offered directly to a child. We may seek consent from young people also and this will be dependent on the child and the reason for processing.

The Trust ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be an alternative legal basis for processing the data will be found or the processing will cease.

#### **Privacy Notices**

In order to comply with the fair processing requirements of the DPA, the school will inform their staff and parents/carers of all pupils of the data they collect, process and hold on them, the purposes for which the data is held and the third parties (eg LA, DfE, etc) to whom their data may be passed, through the use of ‘Privacy Notices’.

Privacy notices are available to staff and parents through the following means:

- School website
- School newsletter
- Communication with parents/carers
- Staff Notice Boards
- School notice boards

#### **The Use of Pupil Images**

Occasionally the schools within the Trust may take photographs of their pupils. These images could be used as part of internal displays, printed publications, the school website or our social media accounts.

The Trust will seek consent from all parents to allow the photography of pupils and the subsequent reproduction of these images. Consent will be sought on an annual basis through the distribution of the Parental Consent Form.



Parents are given the opportunity to opt in. It is not permissible to assume parents are opting in.

Generic consent for all uses of images is not acceptable; parents must give consent to each medium.

Parents must be given the opportunity to withdraw their consent at any time. This should be given in writing to the school. However a verbal withdrawal of consent is also valid and should be reported to Office Manager at the relevant school immediately.

If images of individual pupils are published, then the name of that child should not be used in the accompanying text or caption unless specific consent has been obtained from the parent prior to publication.

### **Accurate Data**

The Trust and its schools will endeavour to ensure that the data they store is accurate and up to date.

When a pupil or member of staff joins a MAT school, they will be asked to complete a form providing their personal contact information (e.g. name, address, phone number, NI number for staff), next of kin details, emergency contact, preferred method of communication ie mobile, landline telephone, email or text and other essential information). At this point, the Trust will also seek consent to use the information provided for other internal purposes (such as promoting school events, photography).

The Trust will undertake an annual data collection exercise, where current staff and parents will be asked to check that data is correct that is held about them. This exercise will also provide individuals with the opportunity to review the consent they have given for the Trust to use the information held for internal purposes.

Parents/carers and staff are requested to inform the relevant individual school within the Trust when their personal information changes.

### **Withdrawal of Consent**

Consent can be withdrawn, subject to contractual, statutory or regulatory constraints. Where more than one person has the ability to provide or withdraw consent, the Trust will consider each situation on the merits and within the principles of the DPA, child welfare, protection and safeguarding principles.

Parents/carers and staff are requested to complete a Withdrawal of Consent form and return this to the Office Manager at the relevant school within the Trust.

## **3.4 Associated Data Protection Policies**

- Communications Policy 062
- Freedom of Information Policy 063
- CCTV Policy 056
- Data Retention & Management Policy 058
- Data Breach Policy & Procedures 059

- Subject Access Request Procedures 057

## **CCTV**

Those schools within the Trust which use closed circuit television (CCTV) must adhere to the Trust's CCTV Policy. CCTV images are used to reduce crime and to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent loss or damage to the school property. The Trust has a CCTV policy in place which documents:

- why CCTV is used
- where cameras are sited
- whether covert monitoring is undertaken
- how long images are retained for
- who has access to the images
- what the complaints procedure

## **Complaints**

Complaints will be dealt with in accordance with the Trust's Complaints Procedure.

## **Data Breaches**

Although the Trust takes measures against unauthorised or unlawful processing and against accidental loss, destruction or damage to personal data as set out in this Policy and the supporting policies referred to, a data security breach could still happen. Examples of data breaches include:

- Loss or theft of data or equipment on which data is stored (e.g. losing an unencrypted USB stick, losing an unencrypted mobile phone)
- Inappropriate access controls allowing unauthorised use
- Equipment failure
- Human error (e.g. sending an email to the wrong recipient, information posted to the wrong address, dropping/leaving documents containing personal data in a public space)
- Unforeseen circumstances such as fire or flood
- Hacking attack
- 'Blagging' offences where information is obtained by deceiving the Trust or the schools within the MAT

The Trust has a Data Breach Policy which sets out the process that should be followed in the event of a data breach occurring.

## **Privacy Impact Assessments**

When considering the purchase of a new service or product that involves processing personal data, a Data Privacy Impact Assessment must be completed by the DPO. If risks are identified as part of the

assessment then appropriate steps to mitigate this risk must be implemented. If these risks are deemed to be 'high risk' then the DPO should consult with the ICO prior to implementation.

The 'Data Privacy Impact Assessment' form must be used for each new service/product.

### **Records Management**

The Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations which will also contribute to the effective overall management of the school.

The Trust has a Record Management & Retention Policy in place which sets out how it will:

- safely and securely store data (both digital and hard copy data)
- retain data
- dispose of data

### **Subject Access Requests**

Any individual, person with parental responsibility or young person with sufficient capacity has the right to ask what data the Trust holds about them, and can make a Subject Access Request (SAR).

The school has a Subject Access Request Policy, which sets out the process that should be followed in the event of receiving a SAR.

### **Third Party Requests for Information**

Occasionally the Trust may receive a request for information on a pupil or member of staff by a third party, such as the police or social services. This would be separate to statutory requests that come through from the DfE or LA, for example, which are covered within the privacy notices.

The Trust has a Third Party Request for Information policy which sets out the process that should be followed in the event of receiving a third party request.

### **Use of Personal Devices**

The Trust recognises the benefits of mobile technology and is committed to supporting staff in the acceptable use of mobile devices. The Trust follows its 'code of conduct' policy and 'Bring your own device to work' policy which set out how non-school owned electronic devices, e.g. laptops, smart phones and tablets, may be used by staff members and visitors to the school.