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Owner	CfBT Schools Trust	Next review due	September 2019
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**This policy applies to the whole of CfBT Schools Trust (CST), including all schools.**

## Policy: Data Protection

### Aims and scope

CfBT Schools Trust (the 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 data protection legislation including the [General Data Protection Regulation \(GDPR\)](#).

This policy applies across the Trust including all schools, the central team, all Local Governing Bodies, the Education Executive Team and the Trustees. The policy applies to all personal data, regardless of whether it is in paper or electronic format.

This policy is available via the Trust and each school website and on request. This policy can be made available in large print or other accessible format if required.

### Definitions

Term	Definition
<b>Personal data</b>	<p>Any information relating to an identified, or identifiable, individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none"> <li>• name (including initials)</li> <li>• identification number</li> <li>• location data</li> <li>• online identifier, such as a username.</li> </ul> <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
<b>Special categories of personal data</b>	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none"> <li>• racial or ethnic origin</li> <li>• political opinions</li> <li>• religious or philosophical beliefs</li> <li>• trade union membership</li> <li>• genetics</li> <li>• biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes</li> <li>• health – physical or mental</li> <li>• sex life or sexual orientation.</li> </ul>

<b>Processing</b>	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
<b>Data subject</b>	The identified or identifiable individual whose personal data is held or processed.
<b>Data controller</b>	A person or organisation that determines the purposes and the means of processing of personal data.
<b>Data processor</b>	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
<b>Personal data breach</b>	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

**The data controller**

Our Trust processes personal data relating to parents, pupils, staff, Local Governors, visitors and others, and therefore is a data controller.

The Trust is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required. This registration includes all schools (schools do not have separate ICO registration).

**Roles and responsibilities**

This policy applies to **all staff** employed by our Trust, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

**Trustee board**

The Trustee board has overall responsibility for ensuring that our Trust complies with all relevant data protection obligations.

**Data protection officer**

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable. The DPO is also responsible for reporting serious breaches in line with the data protection breach protocol (see Appendix 1) and monitoring and supporting with data subject access requests.

The DPO will provide an annual report of their activities directly to the Trustee board and, where relevant, report to the board their advice and recommendations on Trust data protection issues.

The DPO is also the first point of contact for the ICO.

Our DPO is Claire Wilkins, CST Legal and HR Lead, and is contactable via email on [cwilkins@cfbt.com](mailto:cwilkins@cfbt.com) or via 0118 902 1637.

### School data protection lead

Each school has a data protection lead. There is also a data protection lead for the central team. Contact details for each data protection lead can be found at Appendix 2.

Each data protection lead acts as the representative of the data controller on a day-to-day basis within their school/central team. The data protection leads are responsible for overseeing the implementation of this policy in their school/central team, responding to data subject access requests, creating and maintaining the school/central team data protection register and action plan, filtering down data protection training and updates and handling and escalating data protection concerns and breaches in line with the data protection breach protocol (see Appendix 1).

The school data protection leads are the first point of contact for any queries relating to data protection within each school.

### All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing the school of any changes to their personal data, such as a change of address
- Contacting the relevant school or central team data protection lead (or the DPO in their absence) in the following circumstances:
  - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure.
  - If they have any concerns that this policy is not being followed.
  - If they are unsure whether or not they have a lawful basis to use personal data in a particular way.
  - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area.
  - If there has been a data breach.
  - Whenever they are engaging in a new activity that may affect the privacy rights of individuals.
  - If they need help with any contracts or sharing personal data with third parties.

### Data protection principles

The GDPR is based on data protection principles that our Trust must comply with.

The principles say that personal data must be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purposes for which it is processed
- processed in a way that ensures it is appropriately secure.

**This policy sets out how the Trust aims to comply with these principles.**

## Collecting personal data

### Lawfulness, fairness and transparency

We will only process personal data where we have one of six 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract.
- The data needs to be processed so that the school can **comply with a legal obligation**.
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life.
- The data needs to be processed so that the Trust, as a public authority, can perform a task **in the public interest**, and carry out its official functions.
- The data needs to be processed for the **legitimate interests** of the Trust or a third party (provided the individual's rights and freedoms are not overridden).
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**.

For special categories of personal data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

Where we offer online services to pupils under the age of 13, such as classroom apps, and we intend to rely on consent as a basis for processing, we will get parental consent (except for online counselling and preventive services).

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

### Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the retaining records policy.

## Sharing personal data

We will not normally share personal data with anyone else, but may do so where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk.
- We need to liaise with other agencies – we will seek consent as necessary before doing this.
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
  - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law.
  - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share.

- Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- the prevention or detection of crime and/or fraud
- the apprehension or prosecution of offenders
- the assessment or collection of tax owed to HMRC
- in connection with legal proceedings
- where the disclosure is required to satisfy our safeguarding obligations
- research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Subject access requests and other rights of individuals

### Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. This includes:

- Confirmation that their personal data is being processed.
- Access to a copy of the data.
- The purposes of the data processing.
- The categories of personal data concerned.
- Who the data has been, or will be, shared with.
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- The source of the data, if not the individual.
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter or email, to the relevant school or central team data protection lead. They should include:

- Name of individual.
- Correspondence address.
- Contact number and email address.
- Details of the information requested.

If staff receive a subject access request they must immediately forward it to the school or central team data protection lead, who will inform the DPO.

### Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable

to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, subject access requests from parents or carers of pupils below the age of 12 will usually be granted without the express permission of the pupil. Most subject access requests from parents or carers of pupils aged 12 or older will not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

### Responding to subject access requests

When responding to requests:

- We may ask the individual to provide two forms of identification.
- We may contact the individual via phone to confirm the request was made.
- We will respond without delay and within one month of receipt of the request.
- We may tell the individual we will comply within three months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary.
- We will provide the information free of charge.

We will not disclose information if it:

- might cause serious harm to the physical or mental health of the pupil or another individual
- would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- is contained in adoption or parental order records
- is given to a court in proceedings concerning the child.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

### Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see *Sharing personal data*), individuals also have the right to:

- withdraw their consent to processing at any time
- ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- prevent use of their personal data for direct marketing
- challenge processing which has been justified on the basis of public interest
- request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)

- prevent processing that is likely to cause damage or distress
- be notified of a data breach in certain circumstances
- make a complaint to the ICO
- ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

### Biometric recognition systems

Where we use pupils' biometric data as part of an automated biometric recognition system (for example, pupils use finger prints to receive school dinners instead of paying with cash), we will comply with the requirements of the [Protection of Freedoms Act 2012](#).

Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The school will get written consent from at least one parent or carer before we take any biometric data from their child and first process it.

Parents/carers and pupils have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant services for those pupils. Parents/carers and pupils can object to participation in the school's biometric recognition system(s), or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the pupil's parent(s)/carer(s).

Where staff members or other adults use the school's biometric system(s), we will also obtain their consent before they first take part in it, and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the school will delete any relevant data already captured.

### CCTV

We use CCTV in various locations around the school sites to ensure the sites remains safe. We will adhere to the ICO's [code of practice](#) for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the relevant school data protection lead.

### Photographs and videos

As part of school activities, we may take photographs and record images of individuals within our schools.

We will obtain written consent from parents/carers, or pupils aged 18 and over, for photographs and videos to be taken of pupils for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carers and pupil. Where we don't need parental consent, we will clearly explain to the pupil how the photograph and/or video will be used.

Uses may include:

- Within schools on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns.
- Online on our school websites or social media pages.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

### **Data protection by design and default**

We have put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge.
- Appointing our network of school and central team data protection leads and providing them with an ongoing program of training, support and resources.
- Rolling out data protection training and updates for all staff, Local Governors and Trustees across the Trust in response to changing data protection legislation.
- Completing an audit and GDPR action plan for each school and the central team and putting in place a system to keep these updated and maintained.
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law.
- Completing privacy impact assessments where the Trust's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process).
- Integrating data protection into internal documents including this policy, any related policies and privacy notices.
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Maintaining records of our processing activities, including:
  - For the benefit of data subjects, making available the name and contact details of our school data protection leads and DPO and all information we are required to share about how we use and process their personal data (via our privacy notices).
  - For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party recipients, how and why we are storing the data, retention periods and how we are keeping the data secure.

### **Data security and storage of records**

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use.



- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access.
- Where personal information needs to be taken off site, staff must sign it in and out from the relevant school office.
- Passwords that are at least eight characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals.
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices.
- Staff, pupils or Local Governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our policy on acceptable use).
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected.

### Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the school's behalf.

If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

### Personal data breaches

We will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in Appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours. Such breaches in a school context may include, but are not limited to:

- a non-anonymised dataset being published on the school website which shows the exam results of pupils eligible for the pupil premium
- safeguarding information being made available to an unauthorised person
- the theft of a school laptop containing non-encrypted personal data about pupils.

### Training

All staff and Local Governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.

### Monitoring arrangements

The DPO is responsible for monitoring and reviewing this policy.

This policy will be reviewed and updated if necessary when the Data Protection Bill receives royal assent and becomes law (as the Data Protection Act 2018) – if any changes are made to the bill

that affect our Trust's practice. Otherwise, or from then on, this policy will be reviewed **every year** and shared with the Trustee board.

### **Links with other policies**

This data protection policy is linked to our:

- Retaining Records Policy
- Acceptable Use Policy
- Freedom of information policy and publication scheme
- Child Protection and Safeguarding Policy.

## Appendix 1: Personal data breach procedure

This procedure is based on [guidance on personal data breaches](#) produced by the ICO.

- On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the relevant school data protection lead (see Appendix 2), or the DPO in their absence.
- The school data protection lead (or the DPO in their absence) will investigate the report and will consider whether personal data has been accidentally or unlawfully:
  - lost
  - stolen
  - destroyed
  - altered
  - disclosed or made available where it should not have been
  - made available to unauthorised people.
- Where it is clear after an investigation that there has been no breach, the report and outcome of the investigation will be recorded but no further action will be taken. Where the school data protection lead finds that there has been a breach, or a potential breach, he or she will report this to the DPO.
- Where the DPO finds there has been a breach, the DPO will alert the relevant Headteacher and Regional Director.
- The DPO, together with the school data protection lead, will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure).
- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen.
- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:
  - loss of control over their data
  - discrimination
  - identify theft or fraud
  - financial loss
  - unauthorised reversal of pseudonymisation (for example, key-coding)
  - damage to reputation
  - loss of confidentiality
  - any other significant economic or social disadvantage to the individual(s) concerned.

If it's likely that there will be a risk to people's rights and freedoms, the DPO will notify the ICO.

- The DPO will document the decision on whether to report to the ICO (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored electronically.
- Where the ICO must be notified, the DPO will do this via the ['report a breach' page of the ICO website](#) within 72 hours. As required, the DPO will set out:

- a description of the nature of the personal data breach including, where possible:
  - the categories and approximate number of individuals concerned
  - the categories and approximate number of personal data records concerned
  - the name and contact details of the DPO
- a description of the likely consequences of the personal data breach
- a description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned.
- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible.
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
  - the name and contact details of the DPO
  - a description of the likely consequences of the personal data breach
  - a description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned.
- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
  - facts and cause
  - effects
  - action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals).

Records of all breaches will be stored electronically.

- The DPO, school data protection lead, and any relevant Headteacher and Regional Director will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible.

## Appendix 2: School data protection leads

School/Unit	School/Unit DP Lead	Contact
Abacus Belsize Judith Kerr Gladstone Park	Wendy Chambers	wchambers@gladpark.brent.sch.uk
Abbey Woods	Caroline Tidmarsh	ctidmarsh@abbeywoodsacademy.oxon.sch.uk
All Saints	Amelia Athendriou	Admin@allsaintsjuniorschoolreading.co.uk
Benjamin Adlard Lincoln Carlton Mount Street	Carla Wray Hannah Clark	carla.wray@lincolnmountstreet.lincs.sch.uk Hannah.Clark@lincolncarltonacademy.lincs.sch.uk
Boston West	Louise Fairweather Ceri Braybrook	Louise.Fairweather@bwacademy.co.uk Ceri.braybrook@bwacademy.co.uk
CST central team	Robert Stacey	rstacey@cfbt.com
Deepings	Yvonne Ostler Lisa Goodchild	yostler@deepingschool.org.uk lgoodchild@deepingschool.org.uk
Deepings SCITT	Donna Dimeloe Nikki Benjamin	ddimeloe@deepingschool.org.uk njbenjamin@deepingschool.org.uk
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Kyra	Jude Smith	Jude.Smith@kyrateachingschool.com
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