

DATA PROTECTION POLICY

I. Principles

I.1. Introduction

The Data Protection Act 1998 came into force on 1st March 2000. It sets out what can and what cannot be done with personal data, that is information about living individuals. Kingsbridge Community College is placed under a legal obligation to comply with the provisions of this Act.

I.2. Commitment to the Protection of Personal Information

Kingsbridge Community College needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include pupils, parents, guardians, staff, governors, suppliers and others with whom it communicates. In addition, it is required by law to collect and use certain types of information to comply with the requirements of government departments.

This personal information is dealt with properly and securely regardless of what method is used for its collection, recording or use. There are safeguards to ensure that the processing of such information is carried out in a proper fashion and these are contained in the Act.

This policy does not seek to convey the whole legislation to its readers, rather to acquaint them with the main provisions and to demonstrate that Kingsbridge Community College has a commitment to those provisions. Further detailed information relating to data protection legislation can be obtained from Devon County Council's Information Compliance Team whose e-mail address is DPOffice@devon.gov.uk.

Kingsbridge Community College regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions and to maintaining confidence between those with whom we deal and ourselves. We ensure that our school treats personal information lawfully and fairly.

Practice

2.1. Our Data Protection Standards

Kingsbridge Community College, through appropriate management and adherence to agreed procedures:

- Observes fully the conditions relating to the fair collection and use of personal information
- Meets its legal obligations to specify the purposes for which the information is used
- Collects and processes appropriate information but only that which is necessary to its operational needs or meets its legal requirements
- Ensures the quality of information used
- Applies strict checks to determine the length of time information is held and to ensure that it is disposed of when no longer required with due regard for its sensitivity.
- Ensures that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong.

- Takes appropriate technical and organisational measures to safeguard personal information.
- Ensures that personal information is not transferred abroad without suitable safeguards.
- The College complies with the FOI Act as detailed in the Publication Policy.

2.2. CCTV

Closed Circuit Television (CCTV) surveillance is used by Kingsbridge Community College for monitoring security of premises; safety of all personnel; prevention, investigation and detection of crime and the apprehension and prosecution of offenders.

Where cameras are in position appropriate notices are posted to inform people that CCTV surveillance is in operation.

Images captured on tape are “personal data” as defined by the Act and are only disclosed for evidential purposes – and then only to law enforcement agencies, prosecution agencies and relevant legal representatives and only in response to a written request.

All requests for such data are tested for authenticity and appropriateness, and whether or not agreed, they are be recorded (together with the reason for decision to release or not). The identity of the requestor is noted, together with the reason given by requestor, the details of data received and the date of release of the data.

2.3. Management Arrangements

Kingsbridge Community College ensures that:

- The Bursar holds specific responsibility for data protection within the College.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.
- Anyone wanting to make enquiries about handling personal information knows what to do.
- Queries about handling personal information are promptly and courteously dealt with.

3. Review

This policy is reviewed annually.

**Reviewed by the Strategy & Quality Committee of the Governing Body
13th March 2008**