

# **GOWERTON SCHOOL**



# **DATA PROTECTION POLICY**

Reviewed 16.10.14

The Data Protection Act 1998 regulates how individual's personal information is used and protected from misuse.

It provides a common-sense set of rules which prohibit the misuse of personal information without stopping it being used for legitimate or beneficial purposes.

The details of the Data Protection Act are quite complex, but at the heart of it are eight common-sense rules known as the Data Protection Principles.

These require personal information to be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with your rights;
- kept secure;
- not transferred abroad without adequate protection.

Organisations using personal information ('data controllers') must comply with these Principles.

The Act provides stronger protection for sensitive information relating to individuals ethnic origins, political opinions, religious beliefs, trade union membership, health, sexual life and any criminal history.

### **Getting access to personal information**

The Act, with some exceptions, gives the public the right to find out what information is held about them by organisations. This is known as the 'right of subject access'. On written request, an individual is entitled to be supplied with a copy of all the information an organisations holds about them (subject to some limited exemptions).

The organisation may charge a fee for providing the information, up to a maximum of £10 in most instances.

### **Stopping direct marketing**

The public also have the right under the act to stop organisations using their personal information for direct marketing purposes.

### **Ensuring Information is Accurate**

There is also a duty under the act to ensure that information is accurate and to make any amendments to data where necessary. Where the Authority is aware that information requires amendment it is under a duty to make such amendment.

## Managing the Authority's Data

One of the primary areas of concern for an organisation such as the City and County of Swansea is ensuring the integrity and security of the data which it holds. The Authority holds large volumes of personal information across its various departments relating to a wide range of individuals across the City and beyond. Staff must be aware of the need to ensure that data is held safely and securely bearing in mind that much of the data held is likely to constitute sensitive personal data. This need to ensure the security of information should also extend to use of laptops and portable electronic devices which hold or store City and County of Swansea information. Adequate consideration should also be given to ensuring the identity of individuals make phone or in person enquiries.

## Enforcement

The Act is enforced by an independent authority called the Information Commissioner. The Commissioner has powers to take action against organisations that misuse information.

As an employee you need to be aware of the main data protection principles in your dealings with both the public and when accessing and handling all information whether manually or electronically based. One of the main considerations must be ensuring that data is kept secure (i.e. is not sent to other organisations by post or electronically/taken outside the office environment) without the appropriate safeguards and that access to information is closely regulated. If in doubt refer any queries which you may have to your manager.

There is detailed guidance on data protection available on the intranet however any specific unresolved queries can be addressed to legal services via either Sharon Heys or Janet Hooper.

POLICY NAME:     Data Protection    

REVIEWED BY:     Sites Sub Committee    

DATE REVIEWED:     16/10/14    

DATE TO FGB:     21/1/15    

SIGNED: \_\_\_\_\_  
*Debbie Lloyd*

PRINT NAME:     Debbie Lloyd (Chair of Governors)    

DATE NEXT DUE TO BE REVIEWED     Oct 2016