Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Data security & GDPR Policy

Approved by the Governing Body of Our Lady of Peace Primary School and Nursery

This policy was implemented May 2018

This policy has been adopted from CEFM .

Under the Data Protection Act 1998 it was the responsibility of each school to register as a data controller on the data protection register held by the Information Commissioner's Office (ICO). The General Data Protection Regulation (GDPR) will change this position with data controllers no longer having to register but still having to pay a fee to fund the work of the ICO under the Data Protection (Charges and Information) Regulations 2018 (the 2018 Regulations). The fee is payable unless the organisation is exempt.

The 2018 Regulations are still in draft form before Parliament and have therefore not yet come into force. As such it is not possible to state exactly what fee will be applicable to each school or academy (if any). Schools and academies are advised to refer to the ICO's guidance at https://ico.org.uk/media/for-organisations/documents/2258205/dp-fee-guide-for-controllers-20180221.pdf for further information. The guidance will be updated as the 2018 Regulations progress through parliament.

Introduction

It is the requirement of all organisations to demonstrate compliance with the GDPR when it came into force on 25 May 2018.

Schools are data rich and the introduction of electronic storage and transmission of data has created additional potential for the loss, destruction or mismanagement of data.
While the focus of this policy is primarily on personal data, as defined below, equally there may be instances where data relates to the school and is commercially sensitive and therefore ought to be protected from misuse and data breaches.

The school, in processing personal data, must ensure that all of its staff are aware of the requirements of the GDPR and their respective obligations to protect the confidentiality and integrity of personal data. Failing to do so can result in significant financial penalties and sanctions to the school and possibly to any individual who breaches the requirements of the GDPR.

The school has a data protection officer (DPO) who will keep the school up-to-date with current legislation and guidance. The DPO will be a first point of contact for any issues regarding GDPR compliance. Advice should be sought from the DPO regarding school policies and the day-to-day management and use of personal data.
Contact details for the DPO can be found on the school website,
www.olopprimary.co.uk/school_info/GDPR or by contacting the school office on 01628 661886

It is important to stress that this policy applies to all forms of data, including personal data, regardless of whether it is held on paper or in electronic format.

What is personal data and what does processing mean?

Personal information is any information that relates to you and can be used directly or indirectly to identify a living individual.

Personal information and processing are defined as follows:

- **Data** means information in whatever form (including, without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the business, products, affairs and finances of the school for the time being confidential to the school and trade secrets including, without limitation, technical data and know-how relating to the business of the school or any of its suppliers, clients, customers, agents, distributors, shareholders or management, including personal data.

- **Personal data** means any information relating to an identified or identifiable natural person (data subject). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- **Special categories of personal data** means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data.

- **Processing or to process** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Scope

It is the responsibility of all members of the school community to take care when processing data to avoid data breaches and/or falling foul of the legislative requirements of the GDPR.
A data breach can happen if:

- Data is lost.

- Data is accessed without authorisation or without proper legal right/permission to do so.

- Data is disclosed or acquired without authorisation or without proper legal right/permission to do so.

- Data is destroyed unlawfully.

- Data is not maintained securely.

- Confidentiality of data is not maintained.
- Protections put in place to maintain data including technical, organisational and administrative safeguards are ignored, undermined and not adhered to.

Any loss of data or personal data can have serious effects for individuals and/or institutions concerned. It can bring the school into disrepute and may well result in disciplinary action and/or prosecution/enforcement proceedings.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in current relevant data legislation and regulations.

The loss of personal data by organisations and individuals over the last few years has made this a relevant and high profile issue for schools and all organisations. It is important that the school has a clear and well understood personal data policy because:

- No school or individual would want to be the cause of any loss of data, particularly as the impact of data loss on individuals can be severe and cause extreme embarrassment, put individuals at risk and affect personal, professional or organisational reputation.
- The school will want to avoid the criticism and negative publicity that could be generated by any loss of data.
- The school is subject to a wide range of legislation related to data protection and data use, with significant penalties for failure to observe the relevant legislation.

Schools have always held personal data on the pupils in their care, and increasingly this data is held digitally and accessible not just in school but also from remote locations.
Legislation covering the safe handling of this data was, until 25 May 2018, addressed by the UK Data Protection Act 1998. Following a number of losses of sensitive data, a report was published by the Cabinet Office in June 2008 regarding Data Handling Procedures in Government. This stipulated the procedures that all departmental and public bodies should follow in order to maintain security of data. Given the personal and sensitive nature of much of the data held in schools, it is critical that such procedures are adopted.
Personal data can be a combination of data items that identifies an individual and provides specific information about them, their families or circumstances.
This can include:

- Personal information about members of the school community – including pupils/students, members of staff, parents and carers eg names, addresses, contact details, legal guardianship, health records, disciplinary records.
- Curricular/academic data eg class lists, pupil/student progress records, reports, references.

- Professional records eg employment history, taxation and national insurance records, appraisal records and references.

- Information that might be disclosed by parents/carers or by other agencies working with families or staff members.

Data breaches

The GDPR requires that we notify the ICO and, in some circumstances, the data subject of any personal data breaches within 72 hours of becoming aware of the breach.

We have put in place protocol to deal with any suspected personal data breach and will notify the appropriate personnel where it is necessary to do so.

If you know or suspect that a data breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the DPO and retain all evidence of the suspected breach so that the matter can be properly investigated.

Principles

As the role of management information systems (MIS) continues to develop, colleagues in schools have increasing access to a wide range of sensitive information. The GDPR has introduced a new definition for sensitive information of personal data known as special categories of personal data – this was defined on page 3. Particular care must be taken when processing special categories of personal data.

It is important to ensure that all types of information are managed in a secure way at all times. However, personal data is the most likely form of sensitive data that a school will hold.
The GDPR states that personal data must be processed in accordance with the data protection principles. Staff must adhere to and be committed to these principles as follows:

- We process personal data lawfully, fairly and in a transparent way.

- We collect personal data only for specified, explicit and legitimate purposes.

- We process personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.

- We keep accurate personal data and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.

- We keep personal data only for the period necessary for processing.

- We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction or damage.

- In our privacy notices, we tell individuals the reasons for processing their personal data, how we use such data and the legal basis for processing. We will not process personal data of individuals for reasons other than the stated purpose or purposes.

- Where we process special categories of personal data or criminal records data to perform obligations, this is done in accordance with a policy, or for legal reasons. We will update personal data promptly if an individual advises us that his/her information has changed or is inaccurate.

Failing to adhere to the principles can result in disciplinary action for the individual concerned, as well as penalties and sanctions for the school. Further guidance on how the school and its staff will adhere to the principles is contained below.

Lawfulness and fairness

Under the GDPR, personal data must be processed in a lawful, fair and transparent way. Members of the school community may only collect, process and share personal data in accordance with that principle and for any specified purposes as contained within the school's privacy notices.

The GDPR restricts processing personal data to specified lawful purposes. This is to ensure that a data subject's privacy rights are always considered and maintained. At least one of the following legal grounds must exist in order for the processing of personal data to be lawful and GDPR compliant:

- You have consent of the data subject (or their parent/guardian).

- The processing is necessary for the performance of a contract.

- The processing is to meet legal obligations.

- The processing is to protect the vital interests of the data subject.

- The processing is to pursue our legitimate interests (as set out in our privacy notices).

- The processing is in the public interest.

We have documented the legal basis upon which we process the personal data we hold. You must make sure you are aware of this and only process the personal data for the reasons stated and for the basis upon which we have described.

If you are not sure about this or a reason not currently covered by our documentation arises you must speak to the DPO before releasing or processing any data.

Consent

Consent is one of the lawful grounds by which personal data can be processed by the school. Consent must be fully informed and unambiguous meaning that the data subject must be clear

as to what they are consenting to and the reasons for it. Particular care must be taken when processing special categories of personal data because a higher threshold is required for such information.

Consent will only apply in some specific circumstances because the other lawful grounds are usually more appropriate when processing the personal data of pupils, parents, guardians and staff.

Consent should be in writing so that it can be evidenced at a later stage. Consent can be withdrawn at any time. Fresh consents must be obtained if the personal data it covers, or the purpose for processing, becomes invalid or incompatible with the new processing requirements.

If you believe that consent is required for you to process certain types of personal data and you do not have it, or you do not believe it is clear and unambiguous, you must obtain it before carrying out the processing. You must speak to the DPO if you are unclear about this requirement or need assistance.

Privacy notices

The school's obligations under the GDPR include providing specific information to data subjects on the information that we collect, retain and generally process. This requirement is to be transparent in the way we process personal data.

Transparency means that we are required to specify the purposes for which we process personal data, how long we may hold the information for and what the data subject's rights are.

We have included this information within the school's privacy notices. You must be familiar with the privacy notices because they contain a lot of information about how the school and therefore how you may process personal data and the reasons why.

Crucially, we are not allowed to process personal data for a purpose that is incompatible with one of the stated purposes in our privacy notices. While we have sought to identify all the purposes for which we process personal data in our privacy notices it may be that the stated purposes have to be extended in certain circumstances. Any issues that arise in relation to this should be referred to the DPO.

If you are unclear about your obligations and duties or require assistance with any of the privacy notices you must speak to the DPO for guidance.

Students deemed to be of a suitable age (usually 13+) are also made aware of the privacy notice, the school's legal obligations to pass on certain information, eg to providers of youth support services, and their rights to request the school to withhold certain information.
Our privacy notices for parents, guardians and pupils are worded incorporating the current DFE template and its circulation is supervised by our DPO.

Accuracy

To comply with the data protection principles we must ensure that personal data is accurate and, where necessary, kept up-to-date.

Where data is not accurate it must either be corrected or deleted straight away.

Staff members are required to check the accuracy of the personal data they process and, when any errors or issues arise, they must take all reasonable steps to resolve them.

If you are unclear as to your obligations to maintain accurate records please contact the DPO.

Retention periods and storage limitation

Personal data in an identifiable form must be kept only for as long as the stated purposes when considering the personal data we process.

This obligation only relates to the data being in an identifiable form; a form that allows the identification of the data subject from the personal data. As such, it may be the case that the identifying features of the personal data can be removed after a certain period of time. In other instances, personal data must be confidentially and securely destroyed.

It is important to remember that some data will need to be retained for legal or other compliance reasons. So to comply with this obligation, the school has developed a retention schedule that all staff must adhere to. This stipulates the relevant time frames by which the various categories of personal data can be held, pseudonymised or otherwise destroyed.

Data security measures: integrity and confidentiality

One of the principles of the GDPR is to maintain the integrity and confidentiality of personal data. At the school this principle can also be extended to data generally.

Information security is at the forefront of the GDPR's key requirements. Every aspect of data security must be considered with technological and administrative processes being key to avoiding threats to the security of personal data. Appropriate security measures must be implemented that are appropriate to the risks to the data.

- The school will encrypt any data that is determined to be personal or commercially sensitive in nature. This includes data held on fixed station computers, laptops, portable devices and memory sticks.
- All staff will be trained to understand the need to handle data securely and the responsibilities incumbent on them.
- All staff will adhere to the summary of principles as outlined in Appendix 1
- The school has a clear policy and a procedure for the use of cloud-based storage systems and is aware that data held in remote cloud storage is still required to be protected in line with the GDPR. The school will ensure that it is satisfied with the controls put in place

by service providers to protect the data. (See the DFE document Cloud software services and the Data Protection Act 2014 www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act.)

- Biometric data complies with the same data protection principles outlined above and also with the Protection of Freedoms Act 2012. We ensure that each parent of a child at the school is notified that we use their child's biometric data as a part of our automated biometric information system. Since September 2013, the written consent of the parents is obtained before the data is taken from all pupils under 18 years of age. We will not process this data if the child under 18 (if deemed competent to understand the issue) refuses or if no parents or only one of two parents have consented in writing. The school provides alternative means of accessing services for those pupils who will not be using an automatic biometric recognition service.

- Staff should *not* copy or remove special categories of personal data or commercially sensitive data from the school or authorised premises unless the media are:

  - Encrypted.

  - Transported securely.

  - Stored in a secure location.

- Sensitive data *should not* be transmitted in unsecured emails (eg pupil names and addresses, performance reviews etc).

- Data transfer should be through secure websites. If this is not available, then the file must be password protected or preferably encrypted before sending via email. The password must be sent by other means, and on no account included in the same email. A record of the email should be kept to identify when, and to whom, the email was sent. (The DFE website contains a useful section – Transferring personal data securely between schools, LAs and the Department (updated March 2014). This provides comprehensive guidance on transferring information.) http://media.education.gov.uk/assets/files/pdf/s/secure%20methods%20for%20transferring%20data.pdf.

- Data (pupil records, SEN data, contact details, assessment information) must be automatically backed up, encrypted and stored in a secure place – eg safe/fire safe/remote backup facility.

- All staff computers, including laptops, must be used in accordance with the policy for ICT and use of the internet and intranet by staff.

- When laptops are passed on or re-issued, data will be securely wiped from any hard drive before the next person uses it (not simply deleted). This will be done by the school's ICT technical support staff.

- The school's wireless network (wifi) will be secure at all times.
- Devices that are not the property of the school should only be used in line with our policy on the use of personally owned devices by staff.
- The school will ensure that staff who are responsible for sets of information, such as SEN, medical, vulnerable learners, management data etc know what data is held, who has access to it, how it is retained and how and when it is disposed of.
- Where a member of the school has access to data remotely, the remote access off the school site to any personal data should be over an encrypted connection (eg VPN) protected by a username/ID and password. This MIS information/school data must not be stored on a personal (home) computer.
- Members of staff who are given full, unrestricted access to the school's management information system must access the systems over an encrypted connection. This MIS information/school data must not be stored on a personal (home) computer.
- The school will keep necessary pupil and staff information in accordance with the Information and Records Management Society's (IRMS) guidance and the records management procedure.
- The school will securely delete commercially sensitive or personal data when it is no longer required according to the IRMS's guidance and the records management procedure.

Data should remain confidential and you should not share it with any unauthorised personnel or third parties.

If you fail to adhere to the policies and procedures, disclose the data in circumstances where you are not lawfully permitted to do so or otherwise seek to circumvent the data security measures that are in place, you may face disciplinary proceedings.

Obligations under this policy

The purpose of this policy is to advise all members of staff what is required by Our Lady of Peace Primary & Nursery School to ensure that it complies with the GDPR at all times and to advise all members of staff how to proceed when handling data which needs to be handled securely.

You should contact the DPO if you are unsure about your obligations contained within this policy or are otherwise unsure about your obligations under the GDPR. Examples of where you may want to speak to the DPO include:

- If you are not sure of the lawful basis for which you are processing any personal data.
- If you are not sure of the retention period for holding a particular piece of personal data or what to do with the data once the period has passed.

- If you are not sure of the security measures in place or whether you need to implement ones.

- If you suspect or there has been a data breach. The school is under a legal obligation to report data breaches to the ICO immediately. Do not delay in reporting. Failing to do so can have significant consequences and penalties.

- If you are not clear about any of the school's privacy notices.

- If you are not sure about any confidentiality or disclosure obligations.

- If you are unclear about the school's retention schedule.

- If you are not sure about the rights of a data subject. A data subject is the living identifiable person whose data we hold.

- If a new system is implemented or activity takes place which requires an assessment of the data protection implications (data protection impact assessment), such as when a new contractor is appointed to deal with IT services.

Action plan

Procedures and practice

The following practices will be applied by Our Lady of Peace Primary and Nursery School:

- Policies and procedures will be reviewed and updated to ensure GDPR compliance.

- Compliance steps taken will be documented and retained.

- Staff will receive appropriate training on their obligations under the GDPR.

- All personal data will be fairly obtained in accordance with the privacy notices and lawfully processed.

- The amount of data held by the school will be reduced to a minimum.

- Data held by the school will be routinely assessed to consider whether it still needs to be kept or not and complies with the school's retention schedule. Documents that no longer need to be kept must be confidentially destroyed.

- Personal data held by the school will be securely stored and sent by secure means.

- Every effort will be made to ensure that the data held is accurate, up-to-date and that inaccuracies are corrected without unnecessary delay.

- Data breaches will be reported to the DPO immediately as will any queries or concerns regarding GDPR compliance.

Auditing

The school must be aware of *all* the personal data it holds, be it electronic or paper. Therefore:

- A register will be kept by the school DPO, detailing the types of personal data held, where and by whom. The register will be added to as and when new data is generated. This register will be checked by all team leaders each year to allow team members/colleagues to revise the list of types of data that they hold and manage.
- The length of time that individual documents need to be kept will be assessed using the IRMS Schools Toolkit http://irms.org.uk/page/SchoolsToolkit (See the CEFM Management and retention of records policy).
- Audits will take place in line with the timetable for information security management. The audit will be completed by the DPO.

Risk assessment

The school/DPO will regularly carry out a risk assessment to establish what security measures are already in place and whether or not they are the most appropriate and cost effective available. The school's DPO is also the information risk officer, and s/he is responsible for the completion of the risk assessment.

The ICO provides guidance on Data Protection Impact Assessments at https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments.

Monitoring and reviewing

The policy will be monitored and evaluated regularly taking into account any incidents which occur, technological developments which might need a change in the policy or changes in legislation.

Reviewing

The policy will be discussed and reviewed annually as part of the governors' rolling programme of reviews.

Appendix A – Summary of Principles

Emails

- Remember to never share anyone's personal information unnecessarily. Only send the minimum relevant information required.
- Always password protect any information you have to share outside the school email system. Never send the password by email. Always ask the recipient to call you for the password.
- Always maintain a professional approach in your emails. Remember school email systems are not private systems.
- **Remember emails may be scrutinised under a subject access request.**

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Photos of Pupils and Staff

- Always check consent has been obtained prior to publishing or displaying a photo.

Data Security - ICT

- Always ensure your screen is locked when you are away from your keyboard.
- Never share passwords.
- Removable drives including USB sticks should not be used. Where necessary these must be encrypted.
- Data files must be saved to the network drive and not to the local computer.
- Regularly review the data on your tablet/laptop/network drive and delete anything that is not required.
- Never leave your laptop in your car or anywhere unattended.

Physical Data

- All personal data when not in use must be locked away.
- Any personal data where is no longer required should be shredded or placed in the confidential sacks as per your schools arrangements.
- Regularly review information stored in cupboards and drawers and dispose of securely in line with the document retention policy.
- Maintain a clear desk.

Communication

- Be careful about conversations in public places.