

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Information Handling & Data Policy



Introduction

Build-a-Future (BAF) will do everything within their power to ensure the safety and security of any material of a personal or sensitive nature (Becta – Good Practice in Information Handling in Schools – Keeping Data Secure, Safe and Legal – September 2008)

It is the responsibility of all members of the Build-a-Future Staff to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not:

- Have permission to access that data.
- Need to have access to that data.

Any loss of personal data can have serious effects for individuals and/or institutions concerned and can bring BAF into disrepute and may well result in disciplinary action and/or criminal prosecution. All transfer of data is subject to risk of loss or contamination. Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data legislation and relevant regulations and guidance from the Local Authority.

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records)

It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow “valuable information handling principles.”

Policy Statements

Build-a-Future will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed. Every effort will be made to ensure that information is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

All personal data will be fairly obtained in accordance with the “Fair Processing Code” and lawfully processed in accordance with the “Conditions for Processing”

Personal Data

Build-a-Future will have access to a wide range of personal information and data. The data may be held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances.

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This will include:

- Personal information about members of the school community – including pupils, members of staff and parents and carers e.g. names, addresses, contact details, legal guardianship, health records and disciplinary records.
- Curricular/ academic data e.g. class lists, learner progress records, reports, references.
- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references.
- Any other information that might be disclosed by parents/ carers or by other agencies working with families or staff members.

Training and Awareness

All staff will receive data handling awareness/ data protection training and will be made aware of their responsibilities as described in this policy through:

- Induction training for new staff.
- Staff meetings/ briefings/ training days.
- Day to day support and guidance from Headteacher.

Everyone at Build-a-Future has the responsibility of handling protected or sensitive data in a safe and secure manner. Display equipment must be positioned so that the screen display is not visible to any unauthorised persons.

Secure Storage of and Access to Data

BAF will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them. All users will be given secure user names and strong passwords which must be changed regularly. User names and passwords must never be shared. To compliment this standpoint, please see the Build-a-Future E-Safety Policy and E-Learning Agreement.

Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.

All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation. Personal data can only be stored on Build-a-Future equipment (this includes computers and portable storage media). Private equipment (i.e. owned by the users) must not be used. When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted, and password protected.
- The device must be password protected (although memory sticks/ cards and other mobile devices cannot be password protected)
- The device must offer approved virus and checking software.
- The data must be securely deleted from the device, in line with Build-a-Future policy once it has been transferred or its use is complete.

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Build-a-Future has a clear policy and procedures for the automatic backing up, accessing and restoring all data held on systems, including off-site backups.

BAF recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access.

Procedures are in place to deal with the Subject Access Requests i.e. a written request to see all or part of the personal data held by the data controller about the data subject.

Data subjects have the right to know:

- If the data controller holds personal data about them.
- A description of that data.
- The purpose for which the data is processed.
- The sources of that data.
- To whom the data may be disclosed.
- A copy of all the personal data that is held about them.

Under certain circumstances the data subject can also exercise rights about the rectification, blocking, erasure and destruction of data. In these circumstances, written requests must be made the Headteacher of Build-a-Future.

Disposal of Data

Build-a-Future will comply with the requirements for the safe destruction of personal data when it is no longer required. With regards to the retention of records we pay heed to the Data Protection Act of 1998 which recognises the following principle points regarding personal information:

- It should be adequate, relevant and not excessive for the purposes for which they are held.
- Accurate and where necessary kept up to date.
- Not kept for longer than is necessary for its purpose.

Based on the above assumptions, Build-a-Future will dispose of all records pertaining to any individual learner or staff member 6 years after the last contact with us. Exceptions to this rule are as follows:

In the case of any adults whom we have had concerns regarding their behaviour.

Disclosure and Barring Service Certificates must be destroyed after 6 months by law. We will keep a record of the date of the check, the reference number and decision.

If we are instructed by another statutory body such as Children's Services to override this policy.

The disposal of protected data in either paper or electronic form must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely over written in accordance with government guidance and other media must be shredded, incinerated or otherwise disintegrated for data.

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