

# St. Benedict's College



## DATA PROTECTION POLICY

In the first instance requests for information under the Data Protection Act will be referred to the legal department of the North Eastern Education and Library Board for advice and direction.

The Head teacher and Board of Governors intend to comply fully with the requirements and principles of the Data Protection Act 1984/ 1988.

### **Subject Access**

The Data Protection Act extends to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place:

- Requests from pupils who do not appear to understand the nature of the request will be referred to their parents or carers
- Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent in a sealed envelope to the requesting parent.

### **Authorised Disclosures**

The school will, in general, only disclose data about individuals with their consent. There are circumstances under which the school's authorised staff may need to disclose data without explicit consent for that occasion.

These circumstances are limited to:

- Pupil data to authorised recipients
- Pupil data disclosed to parents in respect of the child's health, safety and welfare
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour in the vicinity of the school
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.

### **Physical Security**

- Every effort is made to secure the school building.
- Only authorised persons are allowed in computer rooms.
- Visitors to the school are required to sign in and to wear identification badges whilst in the school.
- Teachers are encouraged to lock computer rooms after use and to log off all computers at the end of the day.

Overall security policy for data is determined by the Principal and the Board of Governors.

Any queries or concerns about security of data should be referred to the Principal.

# ACCESS TO PERSONAL DATA REQUEST

## DATA PROTECTION ACT 1998 Section 7

Enquirer's Surname \_\_\_\_\_ Enquirer's Forenames \_\_\_\_\_

Enquirer's Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enquirer's Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Are you the person who is the subject of the records you are enquiring about (i.e. the "Data Subject")?

**YES**                      **NO**

Do you have parental responsibility for a child who is the "Data Subject" of the records you are enquiring about?

**YES**                      **NO**

**If YES,**

Name of child or children about whose personal data records you are enquiring

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Concern/ Area of Concern

Description of Information or Topic(s) requested (In your own words)

Additional information

Please despatch Reply to: *(if different from enquirer's details as stated on this form)*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

#### DATA SUBJECT DECLARATION

I request that the School search its records based on the information supplied above under Section 7 (1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/ children) being processed by the School.

I agree that the reply period will commence when I have supplied sufficient information to enable the School to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

Signature of "Data Subject" (or Subject's Parent) \_\_\_\_\_

Name of "Data Subject" (or Subject's Parent) (PRINTED) \_\_\_\_\_

Dated \_\_\_\_\_