



The Macclesfield Academy

Data Protection Policy

Date policy approved:.....

Date policy due for review:.....

Signed by Chair of Governors:

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1. Purpose

To protect the rights and privacy of individuals in accordance with the Data Protection Act.

2. Objectives

1. To process certain information about its staff, students and other individuals it has dealings with for administration purposes.
2. To comply with the law with regard to information about individuals by collecting and using it fairly, storing it safely and securely and not disclosing it to any third parties unlawfully.
3. To apply this Policy to all staff and students at the Academy.
4. To consider any breach of the Data Protection Act of 1998 or The Academy's data protection policy as a potential offence under the academy's disciplinary procedures.
5. To expect, as a matter of good practice, other agencies and individuals working with the Academy, and who have access to personal information to have comply with the policy.
6. To act, as a body corporate, as a data controller under the Data Protection Act.
7. To process data in accordance with the eight data protection principles:
 - i) Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless it complies with the Data Protection Act for collecting, holding and storing personal information.
 - ii) Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 - iii) Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 - iv) Personal data shall be accurate and, where necessary, kept up to date.
 - v) Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
 - vi) Personal data shall be processed in accordance with the rights of data subjects under the Act.
 - vii) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
 - viii) Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

3. Responsibilities

The Headteacher

- Provides support to the Data Protection Officer.

The Assistant Director (Academy Operations)

- Acts as the Data Protection Officer for the Academy.
- Develops and implements work instructions to ensure compliance with this policy.

- Monitors adherence to the Data Protection Policy.
- Takes responsibility for the day-to-day protection matters.
- Notifies the Information Commissioner.
- Ensures the Academy is registered with the Information Commission.

The Extended Leadership Team

Develop and encourage good information handling practices with the Academy.

All Staff

- Ensure that their own personal data supplied to the Academy are accurate and up-to-date.
- Ensure that changes to a student's personal data are given to the Administration team as soon as possible.
- Ensure that all personal data which they hold are kept securely and are not disclosed to an unauthorised third party.

Students and Parents

- Ensure that all personal data supplied to the Academy are accurate and up-to-date.

4. Retention of Records

The Academy will publish a Retention Schedule based on the schedule recommended by the Records Management Society of Great Britain, which guides the Academy as to how long it should keep records.

5. Review

This policy will be reviewed every three years. It is due for review before March 2017.