



Data Protection Policy

Head teacher has overall responsibility for ensuring that:

- personal information relating to young people and staff is processed in accordance with Education Regulations and all other statutory provisions including the requirements of the Data Protection Act 1998 and subsequent legislation
- all staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities

School Administrator is responsible for notification to the Data Protection Commissioner.

Enquiries

Any enquiry should be addressed in writing to the School Administrator, who is the Data Protection Officer.

Fair Obtaining and Processing

Wize Up undertakes to process data fairly and for the following specified lawful purposes:-

- to comply with statutory duties and obligations related to education and administration
- to maintain/secure the young people's health, safety and welfare and to provide appropriate pastoral care

- to provide parents/those with parental responsibility with information in relation to the young peoples progress, achievements, attendance, attitude, aptitude and/or general demeanour within or in the vicinity of Wize Up
- in respect of administrative/financial matters
- to enable Wize Up to provide references
- to assess how the Wize Up is performing

The parent or guardian of each young person will be asked to give consent to the processing of personal information by signing and returning to Wize Up a consent form which will then be retained on the young persons file.

Data includes, but is not limited to:

- name, date of birth, postal address, email and telephone number(s)
- next of kin
- racial/ethnic origin
- religious belief or other belief of a similar nature
- physical or mental health or condition
- special educational needs
- the commission or alleged commission of any alleged disciplinary or criminal offence
- reports/evaluations
- exam results
- attendance information
- any relevant medical information
- photographs (see below)

Staff members will also be asked to indicate their consent by signing and returning to Wize Up a consent form which will then be retained on the staff personnel file.

Both parental and staff consent will endure until destruction of the data as to which see below.

Data Accuracy

Data held will be accurate and kept up to date insofar as is reasonably possible. If a data subject informs Wize Up of a change of circumstances,

their computer and manual record will be updated as soon as is reasonably practicable.

Where a data subject challenges the accuracy of their data, Wize Up will as soon as is reasonably practicable mark the record as potentially inaccurate, or 'challenged'. In the case of any dispute, the Data Protection Officer shall try to resolve the issue informally, but if this proves impossible, disputes will be dealt with through the School's Complaints Procedure for resolution. If the problem cannot be resolved at this stage, either side may seek independent arbitration via the Data Protection Information Commissioner.

Until resolved the 'challenged' marker will remain and all disclosures of the affected information will contain both versions of the information.

Data Adequacy and Relevance

Data held about individuals will be adequate, relevant and not excessive in relation to the purposes for which the data is being processed.

Length of Time

Save for contact details and references, data held about pupils will not be retained for longer than the pupil's 25th birthday, or later if required by Wize Up's insurers and will then be destroyed in a confidential manner.

Save for information on a Record Card and that required by external authorities (e.g. HMRC), data held about staff will not be retained for longer than 4 years after they leave Wize up's employment and will then be destroyed in a confidential manner. The information on the Record Card will consist of the subject's name, address, date of birth, telephone number and period of employment.

Data held about unsuccessful applicants for admission to Wize Up or employment will be retained for no more than 12 months from the date of rejection.

Subject Access

Young People and staff have a right of access to their own personal data (except where otherwise specified pursuant to legislation).

Requests for access by pupils, parents or staff must be made in writing and should be submitted to the Data Protection Officer.

Provided that there is sufficient information to process the request, an entry will be made in the Subject Access log book, showing the date of receipt, the data subject's name, the name and address of the person requesting the information (if different), the type of data required (eg Pupil Record, Personnel Record), and the planned date by when the information will be supplied. Should more information be required to establish either the identity of the data subject (or agent) or the type of data requested, the date of entry in the log will be the date on which sufficient information has been provided.

Requests for information will be dealt with within 40 calendar days from receipt of request and fee (except where legislation provides for disclosure within a shorter timescale).

An administrative fee may be payable to Wize Up as follows:

Number of pages of information comprising the copy	Fee
Fewer than 20	£1
20-29	£2
30-39	£3
40-49	£4
50-59	£5
60-69	£6
70-79	£7
80-89	£8

For more pages please speak to the supervisor.

Young People may have access to their personal data if Wize Up believes the young person understands the nature of the request. It is reckoned that most children have a sufficient understanding by the age of 12.

Disclosure to Third Parties

Only authorised and trained staff are allowed to make external disclosures of personal data. External disclosure is envisaged in (but not limited to) the following circumstances:-

- to comply with statutory duties and obligations
- to maintain/secure the young person/staff member's health, safety and welfare
- to provide parents/those with parental responsibility with information about the young person's progress, achievements, attendance, attitude, aptitude and general demeanour within or in the vicinity of Wize Up
- administrative/financial matters
- the provision of references. Copies of references will not be provided to the person who is the subject of the reference. The subject's specific consent will be sought before any reference is given
- exam results which may be disclosed to the media or education bodies for publication (either in grade order or alphabetically). Any young people or parents objecting to such publication must say so in writing to the Head
- in the best interests of Wize Up or the young person generally

There may be unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer will be required to sign a form promising not to disclose the data outside Wize Up.

Data used within Wize Up by administrative staff, teachers and Senior management will only be made available to them where the person requesting the information is working within Wize Up and needs to know the information in order to undertake their work. All staff will be made aware of this policy and their duties under the Data Protection Act.

Use of Photographs

Wize Up may take photographs in the course of school life, which may be used for publicity purposes, including in the local press and on the website. Every care will be taken to ensure the safety and/or anonymity of each child wherever possible.

Young People's Confidentiality

Young people will be asked to respect each other's confidentiality. A young person can require Wize Up not to disclose his or her personal data to third parties including parents. Wize Up will maintain such confidentiality unless it believes the young person does not understand the consequences of withholding consent or, alternatively, it is not in the best interests of the young person to withhold such consent i.e. issues arising from Child protection concerns.

Security

Wize Up undertakes to use its best endeavours to ensure the security of personal data by adopting appropriate organisational and technical measures.

Physical Security

Appropriate building security measures are in place, such as alarms, window bars, deadlocks and computer hardware cable locks. Only authorised persons have access to disks, tapes and printouts which are locked away securely when not in use. Visitors to Wize Up are required to sign in and out, whilst on the premises and are, where appropriate, accompanied.

Systems Security

Security software is installed on all computers containing personal data.

Only authorised users are allowed access to the computer files and password changes are regularly undertaken. Computer files are backed up regularly.

Training

All staff will be trained/briefed about the need to maintain confidentiality and in relation to the legislative requirements.

