

Data Protection Policy

Process

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Introduction

The Cheadle and Marple College Network Corporation and Senior Management are committed to delivering high standards of data collection, use and storage.

The Cheadle and Marple College Network, need to collect and process substantial volumes of personal data in order to carry out its core functions and activities. The College is the Data Controller for most of the personal data it processes and is committed to full compliance with applicable data protection legislation. This includes Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 relating to the protection of natural persons with regard to the processing of personal data (referred to as the General Data Protection Regulation or “**GDPR**”) and all legislation enacted in the UK in respect of the protection of personal data, including The Data Protection Act (2018) as well as the Privacy and Electronic Communications (EC Directive) Regulations 2003.

The Cheadle and Marple College Network are registered with the Information Commissioners Office: Registration Number: Z7396061.

The term ‘Personal data’ refers to any information relating to an identified or identifiable living person (referred to as a ‘data subject’); an identifiable person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. This policy is therefore applicable to, but not limited to, the personal data of all members of the public, applicants, students, staff, governors and other stakeholders whose personal data is processed by The Cheadle and Marple College Network.

This policy and associated procedures relate to information including all written, spoken (recorded) and electronic personal data held, used or transmitted by or on behalf of The Cheadle and Marple College Network, whatever the media. This includes personal data held on computer systems, hand-held devices, phones, paper records, and personal data transmitted and recorded orally.

Third parties engaged by The Cheadle and Marple College Network to act as Data Processors will be required to confirm their compliance with all aspects of the Data Protection Policy and associated procedures.

Compliance: Legal, Statutory Regulations

The Data Protection Policy is underpinned by the following legal / statutory / internal regulations:

- Counter Terrorism and Security Act 2015
- Protection of Freedoms Act 2012
- Data Protection Act & GDPR 2018
- Regulation 6: Privacy and Electronic Communications (EC Directive) Regulations 2003
- Freedom of Information Act 2000
- Public Interest (Disclosure) Act 1998
- Keeping Children Safe in Education

Policy, Procedures and Protocols Supporting This Policy

- Data Protection Procedures
- Equality Policy & Procedures
- Disciplinary Procedures
- Online Safety Protocol
- Safeguarding Policy & Procedures
- Employee and Student Codes of Conduct

Scope

This policy applies to all customers, contractors, employees, governors, students and visitors and repeals all previous policies in relation to data protection

Specific accountabilities of parties are:

- The Cheadle and Marple College Network as a corporate body is the Data Controller. The Corporation holds ultimate accountability to ensure internal policy and statutory obligations in relation to data are met
- The Data Protection Officer oversees all aspects of this Policy and associated Procedures and Codes of Practice, as required of all Public Bodies Details of their name and contact details will be published on the College website as well as being widely available to all colleagues and students
- The Designated Safeguarding Lead is responsible for ensuring safeguarding compliances
- Specific managers and employees with direct responsibility for the collection, use and storage of personal data and information have responsibility to ensure that associated procedures and protocols are applied

Communication

Following a report presentation to Principalship, a Data Protection report will be presented to every meeting of the Audit Committee providing a summary of all assurance and improvement actions taken in respect of data protection in the period since the last report.

The implementation of the Data Protection Policy is continuously monitored by the Data Protection Officer and managers including the Head of Digital Technology who has responsibility for Information Security.

Policy Statement

The Cheadle and Marple College Network is committed to compliance to the principles and protection of personal data as specified in the Data Protection Act 2018 General Data Protection Regulations (GDPR). In summary the principles state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose and shall not be processed in any manner incompatible with that purpose
- Be adequate, relevant and not excessive for those purposes
- Be accurate and kept up to date
- Not be kept for longer than is necessary for that purpose
- Be processed in accordance with the data subject's rights
- Be kept safe from unauthorised access accidental loss or destruction
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data

The Cheadle and Marple College Network and all employees and others who process or use personal information must ensure that they follow these principles at all times. This policy does not form part of the formal contract of employment but it is a condition of employment that employees abide by the policy principles and associated procedures. Failure to do so may result in disciplinary action.

The Cheadle and Marple College Network has a duty of care (Keeping Children Safe in Education and The Counter Terrorism and Security Act 2015) to ensure that employees in contact with children, young people and vulnerable adults are suitable for the job role, and that all customers, contractors, employees, students and visitors are safe and not exposed to threat or danger.

The Cheadle and Marple College Network has a duty in relation to health safety and security and will ask for information relating to health, medication additional specific needs and criminal convictions.

In order to operate other internal policies and procedures, promote equality of opportunity and fulfil the statutory public sector Equality Duty, information relating to protected characteristics that may be considered sensitive will be captured and processed. All personal data will be held securely and not disclosed to unauthorised third parties.

Privacy Statements enable employees, students and others to know what information The Cheadle and Marple College Network holds and processes about them and why, how to gain access to that information via a Subject Access Request and how to keep information up to date. In some circumstances, individuals may request personal information to be erased or destroyed, known as Erasure – "the right to be forgotten".

Data Protection Impact Assessments will be recorded and require approval for any new activities that result in personal data being processed, including remote / online activities.

Individuals have the right to object to personal data likely to cause damage, harm or distress from being processed and to opt out of information used for marketing and promotion purposes.

Any employee or student who considers the Data Protection Policy commitment has not been followed in respect of their personal data should raise this with the Data Protection Officer.

Data relating to public funding, national and local initiatives will be retained in accordance with the contract compliance or statutory duty.

Compliance with the Data Protection Act and General Data Protection Regulations (GDPR) 2018 is the responsibility of all members of The Cheadle and Marple College Network. Any deliberate breach of the Data Protection Policy and Procedures may result in disciplinary action being taken, access to college facilities being withdrawn, the offer of enrolment being withdrawn and / or criminal prosecution.

Signed:

Title:

Date:



Principal

08/07/2020



Chair of Corporation

08/07/2020