



CRANBURY COLLEGE DATA PROTECTION POLICY

The Data Protection Act requires Cranbury College to comply with the “Data Protection principles” when keeping and/or handling “personal data”, ie information relating to a living person who can be identified from the data and which is to be used in some way to carry out Cranbury College’s functions or to make decisions about the person concerned.

Cranbury College needs to collect personal information about a range of people with whom it deals in order to carry out its functions and provide services for example; staff, students, parents/guardians, supplier, agencies other departments. In addition, Cranbury College are often required to collect and use certain types of personal information to comply with the requirements of various laws. No matter how it is collected, recorded and used, eg on computer or on paper, this personal information must be dealt with properly to ensure compliance with the Data Protection Act 1998.

Cranbury College fully supports and will comply with the provisions of the Act and, in particular, the 8 principles which are summarised below.

- 1 Data shall be processed fairly and lawfully.
- 2 Data shall be obtained/processed for specific lawful purposes.
- 3 Data held must be adequate, relevant and not excessive.
- 4 Data must be accurate and kept up to date.
- 5 Data shall not be kept for longer than necessary.
- 6 Data shall be processed in accordance with rights of data subjects.
- 7 Data must be kept secure.
- 8 Data shall not be transferred outside the EEA unless there is adequate protection.

Cranbury College Data Protection Policy

All employees will, through appropriate training and responsible management:

- observe all forms of guidance, codes of practice and procedures about the collection and use of personal information
- understand fully the purposes for which Cranbury College uses personal information
- collect and process appropriate information, and only in accordance with the purposes for which it is to be used by Cranbury College to meet its business needs or legal requirements
- ensure the information is correctly input into the Cranbury College's systems
- ensure the information is destroyed (in accordance with the provisions of the Act) when it is no longer required
- on receipt of a request from an individual for information held about them by or on behalf of Cranbury College immediately notify their line manager
- not send any personal information outside of the United Kingdom without the authority of Cranbury College Headteacher

Cranbury College will:

- ensure that overall responsibility is held with the Headteacher
- provide training for all staff members of Cranbury College
- provide clear lines of report and supervision for compliance with data protection
- carry out regular checks to monitor and assess new processing of personal data and to ensure Cranbury Colleges notification to the Information Commissioner is updated to take account of any changes in processing of personal data

Appendix: Privacy Notice

Reviewed January 2016