

Friends' School Lisburn

Data Protection Policy

1. Data Protection

Friends' School Lisburn will comply with its obligations under the Data Protection Act 2018 and other relevant DP Legislation by ensuring that personal data held/processed by the school, or on its behalf, is properly protected and is collected and processed in accordance with the established Principles of Data Protection:

- Processed lawfully and fairly
- Data held for a specific purpose
- Data held will be kept to a minimum to meet the school's statutory obligations and associated functions
- Data will be accurate and up to date
- Data will be retained only as long as it is needed
- Data will be kept securely
- School and its governors and employees are accountable for the collection and handling of the data collected.

In doing so the School and its Governors recognise that the Data Protection Act 2018 identifies children as vulnerable individuals deserving of specific protection and having the same rights as adults in relation to their data.

2. Obligations to Data Subjects

The School recognises the rights of Data Subjects (further information may be obtained at www.ico.gov.uk):

- The right to be informed
- The right of access
- The right to rectification
- The right to be forgotten
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

3. Privacy Notices

Privacy Notices will be published and will be displayed on the School website, in the Prospectus, in enrolment documentation and in the Staff Handbook and Homework Diaries.

These will define:

- the categories of information that is collected, held and shared,
- the reasons why this is done
- lawful basis on which we collect and use this information
- the length of time for which the information will be retained
- Who the information is shared with
- Why the information is shared

- Subject Access Rights and procedures

4 **Consent**

The School will seek the informed consent of parents and data subjects (aged 13 and over) to collect, hold and process personal data as follows:

- where this is not covered by the school's legal obligation to collect/process data in connection with its statutory obligations, in order to provide an education and to collect attendance and other information for Department of Education purposes as defined in NI Education Orders and as required by HMRC
- where it is in the vital interests of the pupils that information is held for example, medical information, allergies etc, the supply of school meals including free school meals.

Parental Consent will be obtained in respect of pupils under the age of 13.

Pupils' consent will be sought when the pupil reaches the age of 13 years

Informed consent will be obtained for:

- The taking, retention and use of photographs of pupils in the School Prospectus, website, Magazine, FSL Twitter feed, FSL Youtube channel, publicity materials and for retention on the school's pupil database as an aid to pastoral care.
- The collection, retention and processing of biometric data for the purposes of management of pupils' school meals accounts and recording of attendance.
- The use of Parentmail email and text services to communicate with parents and pupils

5. **Protection of Data**

Colleagues are reminded that all personal data (whether in the form of paper records, electronically stored material or confidential information otherwise acquired in the course of one's duties) on:

- Pupils (Past and present)
- Parents (including account information)
- Staff Members
- Members of the Board of Governors
- Volunteers
- Suppliers and Contractors
- Others

is held strictly and exclusively for the purpose of conducting the legitimate business of Friends' School Lisburn, as defined by the relevant statutory instruments and in accordance with the orders of the Board of Governors and of the Officers of the School, and the requirements of the Department of Education and Education Authority NI and may not be used for any other purpose.

The collection, storage and use of this data is covered by the provisions of the Data Protection Act 2018 and the General Data Protection Regulation.

Colleagues who are granted access to confidential data in connection with their duties have a duty to ensure that data held by the School is:

- kept in such a manner that the data may not be accessed by unauthorised persons.
- may not be removed from its proper place by unauthorised persons.
- is not otherwise disclosed to persons or organisations without appropriate authorisation, normally from the Principal or, in his/her absence, the Bursar.

6. The School will comply with:

6.1 The terms of the Data Protection Act 2018 General Data Protection regulation, and any other relevant legislation, to ensure that personal data is handled in a manner that is fair and lawful.

6.2 Information and Guidance displayed on the Information Commissioner's website (www.ico.gov.uk)

7 **The School is registered with the** Information Commissioner's Office under Registration Number Z5270642. This Registration lists the Department of Education Northern Ireland as a Data recipient.

8. This Policy should be used in conjunction with the School's *Acceptable Use Policies* and Publication Scheme.

9 Data Gathering

9.1 All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the DP Legislation.

9.2 Only relevant personal data may be collected. Those from whom it is collected should be informed of the data's intended use and that it may be used for other purposes and may be disclosed subject to the School complying with the DP Legislation.

10 Data Storage

10.1 Personal data will be stored in a safe and secure manner.

10.2 Electronic data will be protected by standard password and firewall systems operated by the School and provided by the C2K organisation.

10.3 All electronic data will be backed up on a daily basis with the backup retained in a secure off-site environment.

10.4 Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

10.5 Particular attention will be paid to the need for security of sensitive personal data.

11 Data Checking

11.1 The School will issue regular reminders to staff and parents to ensure that personal data is up-to-date and accurate.

11.2 Any errors discovered will be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

12. Disclosure and Use

12.1 Personal data will not be given out over the telephone.

12.2 Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

12.3 Routine consent issues will be incorporated into the School's pupil data gathering sheets to avoid the need for frequent similar requests for consent being made by the school.

12.4 A record should be kept of any personal data disclosed so that the recipient can be informed if any of the data is later found to be inaccurate.

12.5 Personal data will be supplied to the Department of Education and Education Authority NI in the form of the Annual Census and other returns.

Data relating to pupils will be released to the Department of Education under the provisions of the Education and Libraries (NI) Order 2003 which allows the Department to collect from schools such information as they may reasonably require for the purposes of their function under any statutory provision.

Information collected may be shared with Health and Social Care Trusts as a matter of Public Interest to facilitate the operation of healthcare programmes for pupils.

12.6 The school is under a legal obligation to release personal information about pupils to the Electoral Office Northern Ireland under regulation 42 of the Representation of the People (NI) Regulations 2008. The school is a "specified authority" as a secondary school within the

meaning of article 2 of the Education and Libraries (NI) Order 1986.
Data Subject consent is not required.

- 12.7** Such personal data relating to members of staff as may be necessary will be released to:
- a. NILGOSC
 - b. Teachers' Superannuation Branch, Department of Education
 - c. Teachers' Pay and Administration Branch, Department of Education
 - d. Voluntary Grammar Schools Finance Branch, Department of Education
 - e. General Teaching Council NI
 - f. HM Revenue and Customs
 - g. Access NI
 - h. The Schools' Bank/BACS service

For the purposes of:

- a. Ensuring the proper of administration of pensions
- b. Ensuring that members of staff are correctly vetted, registered and paid
- c. Complying with the school's statutory duties as an employer
- d. Managing the School in accordance with relevant Legislation, Regulations and Guidelines.
- e. Payment of income tax and national insurance contributions to HMRC

12.8 Staff Information

- 12.8.1** Staff members are not authorised to release information about other members of staff except as noted below. This prohibition extends to enquiries from other members of staff and there is no exemption for the release of home or mobile telephone numbers or home addresses unless the relevant member of staff has given permission for this to be done.
- 12.8.2** Information relating to the employment and payment of staff may be remitted to the relevant authorities. Copies of the returns constitute "sensitive personal data" and must be held securely. Staff involved in the completion of these returns must not discuss the content with anyone other than the Principal, Bursar or other colleagues involved in the collation of the same data.
- 12.8.3** Time sheet and attendance data may be transferred from the members of staff responsible for recording this data to the Bursar and/or his designated assistant for the purpose of payroll operation.

12.9 Pupil Information

Pupil information may only be released upon the specific instructions of the Principal.

Staff are not authorised to confirm the presence or otherwise of a particular pupil in school (or even whether or not any pupil is enrolled at this school) unless the member of staff is absolutely certain that he/she is in communication with the legitimate parent or guardian. Where there is any doubt the matter must be referred to the Principal/Bursar.

13. Subject Access Requests

- 13.1** If the School receives a written (letter or email) request from a data subject to see any or all personal data that the School holds about them this should be treated as a Subject Access Request and the school will respond within the one month deadline specified in the Data Protection Act 2018 and GDPR.

If a data subject is under the age of 13 a Subject Access Request submitted by a parent will be treated as a valid application and will be dealt with within the prescribed timeframe.

If the data subject is 13 or over only Subject Access Requests from the data subject will be treated as valid. Fee account information will not be released to a Data Subject without the express written permission of the Bill Payer of record.

- 13.2** Informal requests to view or have copies of personal data will be dealt with whenever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the School will comply with its duty to respond within the prescribed time limits.
- 13.3** All Subject Access Requests are to be passed/forwarded to the Principal or, in his/her absence, the Bursar, without delay.

14. CCTV Recording Equipment and Images

The Schools CCTV equipment is served by cameras that cannot be controlled remotely, are not positioned so as to monitor specific individuals but are set up to monitor specific areas and, following consultation with the Office of the Information Commissioner, this system is known to be outwith the scope of the Data Protection Act.

Access to the recoded images is restricted to the Principal, Bursar, Vice Principal and such other members of staff as may be required to assist in the solution of pastoral or disciplinary issues.

Recorded images will not normally be copied onto transferable media except where the image is to be supplied to PSNI in order to assist with official Police investigations.

15. Disposal of Records and Files

Files must be retained/archived in a secure manner until such time as, in accordance with the School's **Disposal of Records Policy and Procedures** and accompanying Schedules, they may be disposed of.

No records may be disposed of without the specific approval of the Principal or Bursar and the method of disposal will be specified by the approving officer of the school.

These will range from the recycling of material which is in the public domain to the shredding (cross cut) or supervised incineration of sensitive personal data.

16. Reporting of Data Protection Breaches

Breaches of data security/loss of data must be reported immediately to the Principal who, with the Bursar, will report the matter to the Information Commissioner's Office within 72 hours of the breach/loss occurring and will inform the Chair of the Board of Governors.

17. This Policy will be included in the Staff handbook.

18. This Policy will be reviewed annually

Stephen Moore
Principal
Friends' School Lisburn

Approved by Board of Governors – 14 May 2018
Reviewed by Board of Governors – 13 January 2020