



Data Protection Policy

Version 3.0

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	Policy	Data Protection Policy	
	Ratifying body	T&L Committee	
	Reviewed by	FGB	07.02.22
	Approved by	FGB	07.02.22
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	Cycle	Every two years	
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1. Introduction

1.1 This policy outlines the framework that governs how the Woodland Federation and its staff must handle personal data to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

2. Scope

2.1 This policy applies to the processing of personal data which is defined by article 4 of the UK GDPR and to the processing of special categories of personal data defined by article 9 of the UK GDPR.

2.2 This policy and its supporting guidance shall apply to all Woodland Federation employees, agency and temporary staff, contractors, members and third-party staff, who have access to information systems or information used for school purposes.

2.3 Where this policy reads “staff”, it should be read to include all the entities in paragraph 2.2.

3. Legislation

3.1 The Woodland Federation processes a variety of personal data to enable us to deliver a range of education services. Therefore, the Woodland Federation is required to comply with the UK GDPR and the DPA together with other legislation which governs the processing of personal data.

3.2 When handling and managing information the federation and its staff shall comply with other legislation in addition to the UK GDPR and the DPA, to include but not limited to:

- [Computer Misuse Act 1990](#)
- [Copyright Designs and Patents Act 1988](#)
- [Environmental Information Regulations 2004](#)
- [Equality Act 2010](#)
- [Freedom of Information Act 2000](#)
- [Human Rights Act 1998](#)
- [Local Government Act 1972](#)
- [Local Government Act 2000](#)
- [Regulation of Investigatory Powers Act 2016](#)
- [Re-use of Public Sector Information Regulations 2005](#)

4. Breach of this policy

4.1 All reckless or deliberate breaches of this policy will be investigated and may be referred to the governing board of the Woodland Federation acting under the advice of Devon County Council’s Human Resources Department. They will consider whether disciplinary action should be taken against the member of staff concerned. Alleged breaches of this policy will also be investigated by the Data Protection Officer as an information security incident in accordance with the federation’s Information Security Incident Management Policy and Procedure and may also be referred to the governing board and senior management as considered necessary. All significant data breaches

(rated as a medium or high risk incident in the Information Security Incident Management Policy and Procedure) will be reported to the Chair of Governors.

5. Policy review

5.1 This policy will be reviewed by the Data Protection Officer on an annual basis. Formal requests for changes should be sent to the Data Protection Officer whose contact details are at the end of this policy.

6. Responsibilities

6.1 Responsibility for UK GDPR compliance rests with the executive headteacher. The Data Protection Policy and its supporting guides and standards are managed, maintained and communicated to staff by the Data Protection Officer.

6.2 The federation's Information Asset Owners and Information Asset Administrators are responsible for ensuring that appropriate structures and procedures are in place to manage their information effectively. They are also responsible for ensuring that staff are made aware of, and comply with this policy, its associated standards and procedures. All staff are personally responsible for complying with this policy and supporting standards.

7. The data protection principles

7.1 The UK GDPR is underpinned by six common-sense principles which govern the way that the Woodland Federation must process personal data. These principles are outlined in article 5 of the UK GDPR and are summarised below:

- *Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency').*
- *Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.*
- *Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')*
- *Personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')*
- *Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.*
- *Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').*

7.2 Sections 8 - 20 below outline the steps that staff must follow when processing personal data to ensure compliance with each of the principles listed above.

8. Lawful processing of personal data

8.1 The Woodland Federation and its staff must process personal data fairly and will not process personal data or special category personal data unless one or more of the required lawful grounds applies.

9. Privacy notices

9.1 When collecting personal data, the Woodland Federation will make available the information contained in our privacy notice. This may be available online and referenced on data capture forms, directly referenced on documentation or provided verbally. If the Woodland Federation receives personal data from third parties, we will ensure that the information contained in a privacy notice, is made available to a data subject as soon as practical. This will usually be at the first point we are required to communicate with the data subject.

10. Consent

10.1 The Woodland Federation is only required to obtain someone's consent if there is no other legal basis for processing their personal data. If we are required to obtain consent, we will ensure that the following requirements are met:

- The consent is freely given
- The person giving consent understands fully, what they are consenting to
- There must be a positive indication of consent (opt-in as opposed to opt-out)
- The person giving consent must be able to withdraw their consent at any time
- Consent should be documented so that it may be referred to in the future, if necessary

10.2 Children under the age of 13 merit specific protection regarding their personal data. Such specific protection should apply to the use of personal data of children for the purposes of marketing or creating personality or user profiles and the collection of personal data regarding children when using services offered directly to a child. If the Woodland Federation is required to deliver such services to children, it will ensure that the requirements of article 8 of UK GDPR are met.

11. Rights of data subjects

11.1 Chapter III of the UK GDPR outlines the rights afforded individuals in respect of the processing of their personal data. These rights are summarised below:

- The right to transparency in respect of the processing of their personal data
- The right of subject access
- The right to rectification
- The right to erasure
- The right to restriction of processing
- The right to data portability
- The right to object to processing
- The right to request human intervention if processing is by automated means

11.2 Requests to exercise any of these rights are managed by the Data Protection Officer. The federation's procedures for managing such requests are available from the Data Protection Officer and shall be adhered to whenever the Woodland Federation receives a request from someone wishing to exercise these rights.

11.3 When designing, implementing or procuring systems or services, the Woodland Federation must ensure that those systems or services can allow members of the public to exercise any of the rights listed in section 11.1. Any systems or services found to be incapable of managing such requests should be referred to the Data Protection Officer and must be subject to a data protection impact assessment.

12. Privacy by design

12.1 The Woodland Federation will consider carrying out a data protection impact assessment as part of the initial preparations for any significant new project, event or method of working that will involve the processing of personal data, including whenever data will be shared with a new third party. Such assessments are to be carried out by, or in consultation with, the Data Protection Officer. All assessments undertaken will be carried out in accordance with the federation's Data Protection Impact Assessment Procedure.

12.2 Compliance risks identified following a data protection impact assessment will be presented to the executive head.

12.3 If following the completion of a data protection impact assessment, the Woodland Federation identifies processing activities assessed as high risk that cannot be mitigated to an acceptable level, the authority will consult with the Information Commissioner's Office prior to implementing the proposed processing activity, system or process.

13.0 Data protection and procurement

13.1 The Woodland Federation is committed to upholding the confidentiality, availability and integrity of information that is processed by our contractors on our behalf. Underpinning this commitment, we will ensure that the following measures are followed when procuring goods and services that involve the processing of personal data:

- A data protection impact assessment is considered prior to any procurement which involves the processing of personal data
- A security questionnaire is completed to ascertain the technical and organisational measures that prospective contractors will put in place to protect the data that they will be processing on behalf of the Woodland Federation. The result of this will inform the final decision as to whether or not the Federation contracts with that organisation.
- When procuring goods and services that require a formal procurement exercise, we will ensure that contractual provision is in place which clearly identifies the following: the identity of the data controller; the data being processed; the requirement for a record of processing activity (in accordance with article 30 of the UK GDPR); arrangements for how personal data will be disposed of or returned to the federation at the end of the contract; contractual clauses which mandate conformance to the UK GDPR.
- When procuring goods or services that do not require a formal procurement exercise, and which involve the processing of personal data, staff must ensure that a data processor agreement is in place.

13.2 Where risks are identified during a formal or informal procurement process, these will be managed in accordance with the federation's Data Protection Impact Assessment Procedure.

14. Records of processing activity

14.1 The Woodland Federation will ensure that records of its processing activity are maintained for all information assets under its direct responsibility. Such records will include the information required in article 30 of the UK GDPR. Such records are to be made available to the Information Commissioner's Office (or other supervisory authority as required) or the European Data Protection Board on request.

14.2 The Woodland Federation will have measures in place to ensure that data processors responsible for processing personal data on behalf of the federation will maintain records of processing as required by article 30 of the UK GDPR.

15. Security incident management and notification

15.1 An information security incident can occur when the confidentiality, availability and/or integrity of personal data is put at risk. Examples of activities considered an information security incident might include: information being at risk of being, or actually being; lost; stolen; disclosed to the wrong recipient (accidentally or deliberately); accessed, or attempted to be accessed, unlawfully and/or without the permission of the federation; sold or used without the permission of the federation; irretrievable indefinitely or for a long period of time as the result of a malfunction of a system containing personal data or sensitive business data.

15.2 The Woodland Federation has an Information Security Incident Management Policy and Procedure in place which governs how the federation and its staff must report and handle incidents. This policy and procedure must be followed at all times.

15.3 In accordance with article 33 of the UK GDPR, the Woodland Federation is committed to notifying the Information Commissioner's Office or relevant supervisory authority within 72 hours of being notified of an information security incident that might adversely affect the rights and freedoms of a data subject. Notifications of this nature are the responsibility of the Data Protection Officer, who will ensure that the risks associated with information security incidents are recorded, monitored and where appropriate escalated in accordance with the federation's Information Security Incident Management Policy and Procedure.

16. The Data Protection Officer

16.1 Article 37 of the UK GDPR requires that each of the schools within the Woodland Federation appoints a Data Protection Officer to undertake the tasks outlined in article 39 of the UK GDPR. Contact details for the Data Protection Officer will be made publicly available and will be referred to in all privacy notices.

16.2 The Woodland Federation will commit to ensure that the Data Protection Officer is sufficiently resourced to undertake the tasks assigned to him under article 39 of the UK GDPR. The federation will also ensure that the Data Protection Officer is consulted on all matters which concern the processing of personal data.

16.3 The Data Protection Officer will act as the single point of contact for the Information Commissioner's Office or other relevant supervisory authorities and will ensure that compliance risks are reported to the highest level of management within the Woodland Federation as required.

17. Information and cyber-security

17.1 The Data Protection Officer is responsible for the creation and communication of guidance on information security. This guidance will be routinely reviewed to ensure accuracy, with amended and new guidance communicated to staff on a regular basis.

17.2 Staff who are required to process personal data, in whatever format, must ensure that they follow the relevant guidance on information security. If it is found that this guidance has not been followed, this will be treated as an information security incident and will be investigated in accordance with the Information Security Incident Management Policy and Procedure. Where such actions are considered negligent, reckless or malicious, this will be referred to the governing board of the Woodland Federation acting under the advice of Devon County Council's Human Resources Department for consideration as to the merits of disciplinary action.

17.3 Should it be considered necessary for staff to be excused from following the requirements outlined in any guidance on information security, these requests will be the subject of a data protection impact assessment.

18. Sharing personal information

18.1 The Woodland Federation will only share personal data contained in its records with individuals who have a legitimate and legal right to view or receive it. Disclosures of personal data shall be proportionate and necessary and made in line with the federation's policies and procedures. All disclosures shall comply with the UK GDPR and associated data protection legislation, [Human Rights Act 1998](#) and Common Law Duty of Confidence.

19. Information assurance, compliance and reporting

19.1 The Woodland Federation will have in place an information assurance framework to aid in the identification, management and ownership of information risks. This framework is outlined in the federation's Information Security Incident Management Policy and Procedure, Data Protection Impact Assessment Procedure and Information Security Policy.

19.2 All information risks identified when working with services, resulting from data protection impact assessments or from information security investigations, will be managed in accordance with the federation's Information Security Incident Management Policy and Procedure, Data Protection Impact Assessment Procedure and Information Security Policy. Compliance risks that are identified will be monitored by the Data Protection Officer and reported on a regular basis to the executive head.

20. Policy History

20.1 This Policy is maintained by the Data Protection Officer and will be reviewed on an annual basis. For help in interpreting this policy, please contact:

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Policy Date	Summary of Change	Contact	Implementation Date
01/05/2018 25/02/2020 04/02/2022	New policy created Policy updated to reflect changes to related policies Policy updated to reflect changes since Brexit	The Clerk to the Governors or The Data Protection Officer	01/10/18