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# ***The Whitby High School***

A Specialist Technology College

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## **Data Protection Policy**

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*Moving Forward Together*

## AIMS

*“Where there is no vision, the people perish”*

*Proverbs 29 v18*

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

**P**REPARE for adult life in a happy, caring and purposeful environment

**A**CHIEVE their full potential regardless of individual need

**C**ARE for everyone and encourage respect and tolerance

**E**NJOY education and rejoice in success

# Students

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## Policy Statement

The school aims to fulfil its obligations under the Data Protection Act 1998 to the fullest extent. We register with the Information Commissioner's Office.

## Procedure

- Students, or representatives thereof, are allowed to have access to all personal data about them held under the Data Protection Act 1998. This Act requires the school to respond to requests for access to personal data within 40 days.
- The school will send a copy of such personal data to each student, or representatives thereof, in September each year.
- Students, or representatives thereof, are required to read this information carefully and inform Student Services at the earliest opportunity if they believe that any of their personal data is inaccurate or untrue, or if they are dissatisfied with the information in any way.
- The Data Protection Act 1998 gives data subjects the right to have access to their personal data at reasonable intervals, with some exceptions, such as certain information relating to job applications. The school believes that a copy of the information given annually will satisfy this requirement. Should a student, or representatives thereof, request access to his or her personal data at any other time, the request must be addressed to the House Progress Manager. The request will be judged in the light of the nature of the personal data and the frequency with which they are updated. The student, or representatives thereof, will then be informed whether or not the request is to be granted. If it is, the information will be provided within 40 days of the date of the request.
- In the event of a disagreement between the student, or representatives thereof, and the school regarding personal data, the matter should be taken up under the school's formal grievance procedure.

## Additional Clause(s)

- Where a student, or representatives thereof, makes an additional request for access to their personal data which is granted, a fee of £10 will be charged which must be paid to The Finance Office before a copy of the personal data will be given.
- In the interests of openness and fairness, the school will provide copies of personal records held manually to students, or representatives thereof, upon request. The procedure which applies to computerised data will apply to such manual files.

# Staff

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## Procedure

- Members of staff are allowed to have access to all personal data about them held under the Data Protection Act 1998. This Act requires the school to respond to requests for access to personal data within 40 days.
- The school will send a copy of such personal data to each member of staff in September each year.
- Members of staff are required to read this information carefully and inform Staff Admin at the earliest opportunity if they believe that any of their personal data is inaccurate or untrue, or if they are dissatisfied with the information in any way.
- The Data Protection Act 1998 gives data subjects the right to have access to their personal data at reasonable intervals, with some exceptions, such as certain information relating to job applications. The school believes that a copy of the information given annually will satisfy this requirement. Should a member of staff request access to his or her personal data at any other time, the request must be addressed to the Headteacher. The request will be judged in the light of the nature of the personal data and the frequency with which they are updated. The member of staff will then be informed whether or not the request is to be granted. If it is, the information will be provided within 40 days of the date of the request.
- In the event of a disagreement between a member of staff and the school regarding personal data, the matter should be taken up under the school's formal grievance procedure.

## Additional Clause(s)

- Where a member of staff makes an additional request for access to their personal data, which is granted, a fee of £5 will be charged which must be paid to Staff Admin before a copy of the personal data will be given.
- In the interests of openness and fairness, the school will provide copies of personal records held manually to members of staff upon request. The procedure, which applies to computerised data, will apply to such manual files.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: January 2016