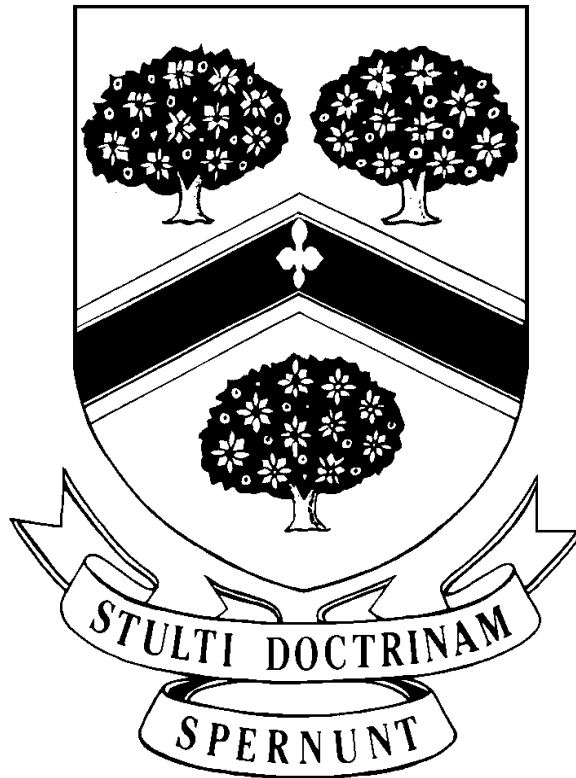


THORNTON GRAMMAR SCHOOL

**A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING
TRUST SCHOOL**



FOUNDED 1673

POLICY FOR DATA PROTECTION

REVIEWED: APRIL 2003

POLICY FOR DATA PROTECTION

The purpose of this policy statement is to make staff aware of the main requirements in the Data Protection Act.

The Data Protection Act places responsibilities on all staff who have anything to do with information that is kept on computers or other automatic systems. That is virtually all of us.

The Act includes eight principles which must be followed by all data users. Briefly these principles say that personal data should:

1. **Be collected and processed lawfully and fairly.** In other words, people must not be misled about the purposes of personal data which is being obtained from them or as to the extent to which it may be disclosed.
2. **Only to be held for specified lawful and registered purposes.**
3. **Only be used for registered purposes or disclosed to registered recipients.**
4. **Be adequate and relevant to its registered purposes.**
5. **Be accurate and where necessary kept up to date.**
6. **Not be kept for longer than is necessary for the registered purposes.** Obsolete data can be kept separately from current files for specified purposes, but data which is no longer needed should be deleted.
7. **Be open for data subjects to have access at reasonable intervals to data which relates to them and where appropriate, to have it corrected or deleted.**
8. **Be secure against unauthorised access, alteration, disclosure or destruction and guarded against accidental loss or destruction.**

The School has registered in the name of Thornton Grammar School with the Data Protection Registrar, its uses of all I.T. systems which hold personal details about individuals.

The utmost care must be taken with personal data. Generally speaking, it may be disclosed to any other member of staff at Thornton Grammar School who needs to use it for one or more of the registered purposes. It should **not** be disclosed to external persons or organisations, unless these types of disclosures have been registered and the disclosure agreed by the Senior Management Team.

Personal Data must not be obtained from unauthorised sources nor used for unauthorised purposes. Great care should be taken about data received over the phone and even greater care over providing information by phone. The general advice must be **Do not give information over the phone** - ask the caller to write in.

Disclosure of information is not limited to any particular method.

V.D.U. displays, printed or hand-written data, microfilming and spoken disclosures are all relevant - provided the data is held on computer file in the first place.

Personal data is not limited to what may be thought of as "highly confidential". For example names, addresses and telephone numbers, marital status, occupation are all types of personal data.

Subject Access provision. Where there are already existing arrangements for people to see records, apply these arrangements strictly and do not give extra information because someone claims that the Data Protection Act entitles them to it. If this is the case the subject Access request procedures must be carried out.

Policy Name:POLDATA.DOC
Person Responsible: J WEIR
Date last revised: April 2003