Data Protection Policy Statement

Review date: September 2027

Data Protection Statement

Grasmere Academy is committed to full compliance with the requirements of the UK General Data Protection Regulation (UK GDPR) and The Data Protection Act 2018. Grasmere Academy will therefore follow procedures which aim to ensure that all our staff, Governors, and contractors who have access to any personal data held by or on behalf of Grasmere Academy are fully aware of and abide by their duties under the data protection legislation. We also adhere to the guidance issued by the Information Commissioner.

Policy Statement

We collect and use information about our pupils in order to carry out our functions. This also includes information about current, past and prospective staff, pupils and parents and suppliers of services to us. In addition, we are required by law to collect and use information in order to comply with statutory requirements. Personal information must be processed appropriately irrelevant of how it is collected, recorded or used and in whatever format it is held.

We regard the handling of personal information as very important to us being able to carry out our day-to-day business and essential to maintaining confidence. We therefore fully adhere to the Principles of the UK GDPR.

How we handle personal and sensitive data

We will ensure that appropriate controls and measures are in place to monitor and review data so:

- It is secure and protected
- It is used in efficient and effective ways to improve the education of our pupils
- Only necessary data is collected
- It is only collected for the purpose as described at the time of collection
- Information is accurate
- Information is not kept for longer than is necessary
- Data which is no longer needed is securely destroyed
- Information is not transferred abroad without suitable safeguards
- There is general information for pupils and parents and staff of their rights to access information
- The rights of pupils, parents and staff about whom information is held can be fully exercised under the UK General Data Protection Regulations.

We will also ensure appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data) are in place.

Individual rights

Under Data Protection Legislation individuals have the right to:

- Request access to their own personal information within one month of request

- Prevent processing of their information in certain circumstances
- Request that information be corrected, rectified or blocked where it is identified as incorrect
- Expect that we have an officer specifically responsible for data protection in Grasmere Academy
- Expect guidance and training for staff is provided at an appropriate level
- Ensure that any breaches of this policy are dealt with appropriately and in a timely manner.

The Principles of Data Protection

The UK GDPR stipulates that anyone processing personal data must comply with 7 key principles of good practice. The key principles are legally enforceable and consist of

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

For more information about the key principles, citizens' rights and the distinction between personal data and 'special categories' under Data Protection legislation please see the Information Commissioners Data Protection Pages.

If you would like to know more about how we use your information, please contact Grasmere Academy school office or our Data Protection Officer at the following:

email: dpo.schools@northtyneside.gov.uk

Data Protection Officer for Schools
Information Governance Manager
Law and Governance
North Tyneside Council
The Silverlink North
Cobalt Business Park
NE27 0BY