

8. DATA PROTECTION POLICY (Reviewed September 2015)

Preamble

The governing body of Trinity Catholic High School aims to protect all staff's right to privacy in line with the *Data Protection Act 1998*; the *European Directive on the Protection of Individuals with Regard to the Processing of Personal Data and on the Free Movement of such data (95/46/EC)*; the *Employment Practices Code* and the *Code of Practice*; and the *European Convention of Human Rights*.

(It takes into account any guidance issued by the local authority.)

Responsible person

The First Deputy is the 'Data Controller' for the school. He is responsible for:

(implementing any policies issued by Redbridge regarding data protection);
ensuring safe and confidential systems are in place in the school;
providing information to bodies entitled to receive information; and
consultation with employees and their representatives with regard to putting data protection procedures in place and monitoring them.

Staff recruitment

(NOTE: This is covered in Part 1 of the *Employment Practices Code*.)

Information provided

In advertising for posts the school will include a statement setting out the purposes for which personal information may be used, on the lines of:

'Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.'

Within the school Dr Doherty will determine who may have limited access to information and will inform the person(s) concerned that this is being done.

Checks

CRB checks will be carried out in line with the government guidance in *Safeguarding Children and Safer Recruitment in Education 2006*.

Other vetting which is required by law (e.g. for some jobs under the *Protection of Children's Act 1999*) will be carried out as necessary, and in line with current regulations and local authority policy.

Checks to verify the qualifications and fitness to teach will also be carried out. Other checks may be carried out to verify information provided by candidates for posts.

References

Candidates do not have the right to obtain access to a confidential reference from the school/organisation giving it, but no such exemption exists for the prospective employer.

This school will destroy all confidential references immediately after the recruitment process is over.

This school will not provide confidential references to other institutions/organisations about an employee at this school, unless the employee requests one in writing for good reason.

Shortlisting

Candidates will be informed that the selection panel will have access to the information provided in the application and any references/testimonials received.

Interviews

Only the information relevant to the recruitment process (and information that may be required in defence against any discrimination claims) will be retained after the interview. Candidates will be told which information will be retained. They will also be told that they can obtain (from Dr Doherty/clerk to the governing body) copies of any panel interview notes concerning them personally that are retained by the school.

All other interview material will be destroyed immediately after the interview.

Retention of information

Information obtained for recruitment purposes will not be retained beyond six months.

Information obtained on criminal convictions once verified by the CRB will be deleted, unless the information is clearly relevant to the person's employment in the school.

All candidates will be asked whether they want their information kept on file for possible future vacancies.

Information about unsuccessful candidates will otherwise be deleted at the end of the recruitment process.

Employment records

This is covered by Part 2 of the *Employment Practices Code*. The school/college aims to balance the school's need to keep records and the employee's right to a private life.

Access to information

All employees have a right to know the nature and source of information kept about them. Each member of the school staff will be provided with personal details to check regularly - at times determined by the head.

Employees may request at any other time to see the information kept about them in order to verify their accuracy. Employees can make representations to the head, and

if not satisfied, to the governing body, about information being retained that is inaccurate or is of a sensitive personal nature.

Employees have the right to apply for access to information required for a discipline, capability or grievance hearing (unless the provision of such information might prejudice criminal investigation). The records kept should only be sufficient to support conclusions drawn. Unsubstantiated allegations should normally be removed.

Spent discipline warnings will be removed after two years. The reason for the termination will be recorded.

The school must respond to any request within 40 calendar days. Although a fee up to £10 may be charged under the legislation, this school will not normally charge for access to information, although the governing body reserves the right to charge up to £10 in exceptional circumstances.

Security

The head will take necessary precautions to ensure that both electronic and manual files are secure.

No manual or electronic files will be taken off the premises except in an emergency, or when expressly authorised by the head or chair of the governing body, who will ensure that employees who are affected are notified and given an opportunity to make representations to him/her. This includes information held on personal computers, and portable computing devices, including mobile phones and memory sticks. This list is not inclusive.

(See the British Standards BS7799:1995 (Code of Practice for Information Security Management for the main security risks)

Pension and insurance schemes

Information may be supplied to a third party for pensions and insurance schemes, where such information is necessary. The employees concerned must be informed about how the information will be dealt with.

Equal opportunities monitoring

Information on both pupils and staff is periodically required by the government or Redbridge. This is sensitive personal data, and the information should be kept to a minimum, and as far as possible in an anonymous form.

Marketing material

No information about employees or pupils will be provided to marketing companies, unless the person(s) concerned have given explicit permission.

Fraud detection

Data matching for fraud detection (e.g. to detect whether the employee is receiving state benefits or not) are possible. Before the governing body consents to the school participating in such a scheme the staff will be consulted. New employees must then

be told of this scheme, and all employees should be reminded of it periodically under arrangements made by the head and approved by the governing body.

Disclosure requests

Members of staff who receive requests for references or other information about members of the current or previous employees at the school should inform the head before providing the information to ensure that they are acting within the law and official guidance.

Monitoring at work

This is contained in Part 3 of the Code.

The governing body aims to keep all monitoring at work within the provisions of the *Data Protection Act 1998* and the *European Convention of Human Rights*.

Performance management records

Performance reviews will be carried out on all staff in accordance with the agreed scheme.

The reports on teaching staff performance obtained through the annual formal performance management system can only be retained by the head (with a copy to the member of staff concerned). Only details about professional development needs/requests may be shared with other staff.

In this school the same arrangements will be in place for performance records of all staff.

Monitoring the use of electronic communications

The school aims not to intrude into the private lives of staff but reserves the right to monitor the use of school computers, video and audio machines, phones and fax machines by pupils and staff and will keep appropriate records, which can be accessed by pupils and staff on request to the head.

Staff have a right to privacy under the human rights legislation and under the *Data Protection Act 1998*. The school is aware of its obligations. However, the governors intend to use their powers under the *Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (LBP Regulations)* made under the *Regulation of Investigatory Powers Act 2000* which permits an employer to vet communications without the consent of the caller, writer or recipient where the intention is:

- to establish the existence of facts applicable to the business;
- to ascertain compliance with regulatory practices;
- for the purposes of quality control;
- to detect viruses or other dangers to the system; or
- to determine whether communications are relevant to the business.

All staff are advised that such monitoring might take place at the school for these purposes including for the misuse of school equipment or its use for inappropriate purposes.

Information about employees' health

This is covered by Part 4 of the Code.

Any data on an employee's state of physical or mental health is sensitive personal data and will only be kept when the employee has been told what information is involved and the use that will be made of it, and the arrangements for its security. The employee must give written consent to its retention.

Sickness and ill-health records

As far as possible the school should only retain information that is necessary to establish an employee's fitness for work. The governing body has delegated to the head the responsibility for determining what is necessary.

The school recognises the difference between a 'sickness or injury record' and an 'absence record'.

Sickness or injury records contain sensitive personal information. Generally they will not be kept on file. They will only be kept for specific purposes with the signed written permission of the employee. (e.g. in the case of capability or absence through ill-health proceedings). However, this does not prevent the school from recording that sickness notes have been received, and the dates of the absence.

Absence records may only give the reason for ill-health absence as 'sick' or 'accident' or 'injury', without referring to the specific condition.

No information about any of the above records will be made available to other employees unless it is necessary in order that they can fulfil their managerial roles (e.g. a deputy head/bursar in charge of human resources).

Requests for information from doctors and other medical practitioners will be in accordance with the *Access to Medical Reports Act 1998*.

Occupational health schemes

The school belongs to the Redbridge scheme, and will operate within its rules. All staff will be informed about how health information will be used under the scheme and who will have access to it.

Details are contained in the Staff Handbook.

Medical examinations

Recruitment

Job applicants must only be medically examined to ensure they are:

fit for the role;

to meet legal requirements;
determine the terms on which they are eligible to join a pension or insurance scheme.

The school will make clear during the recruitment process that tests might be necessary.

Current employees

Medical information will only be obtained through examination or testing if:

the tests are part of a voluntary occupational health and safety programme;
necessary to prevent a significant health risk;
needed to determine an employee's continuing fitness for the role;
needed to determine whether an employee is fit to return to work after a period of absence;
needed to determine an employee's entitlement to health-related benefits;
needed to prevent discrimination on the grounds of disability, or to assess the need to make reasonable adjustments, or to comply with other legal obligations.

Monitoring and review

The policy will be reviewed by the governing body annually.

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at Trinity Catholic High School. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

If you require more information about how London Borough of Redbridge and/or DfE store and use your personal data please visit:

- http://www2.redbridge.gov.uk/cms/the_council/about_the_council/freedom_of_information-1/idoc.ashx?docid=98b5c6e7-4cba-46db-b56f-5dd88012006c&version=
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact Mr M Loster.