



DATA PROTECTION POLICY

Status

This policy was last updated on 05/02/2018

Introduction

SchoolPro TLC Limited (SchoolPro) needs to gather and use certain information about individuals. These can include clients, business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data will be collected, handled and stored.

Why this policy exists

The data protection policy ensures that SchoolPro:

- Complies with data protection law.
- Protects the rights of individuals.
- Is open about how it processes individuals' data.
- Protects itself from risks of a data breach.

Data protection law

The Data Protection Act is underpinned by eight important principles, personal data must:

1. Be processed fairly and lawfully.
2. Be obtained only for specific, lawful purposes.
3. Be adequate, relevant and not excessive.
4. Be accurate and kept up to date
5. Not be held for any longer than necessary.
6. Be processed in accordance with the rights of data subjects.
7. Be protected in appropriate ways.
8. Not be transferred outside the European Economic Area (EEA) unless that country or territory also ensures an adequate level of protection.

People, risks and responsibilities

Policy Scope

This policy applies to:

- All staff, associates and volunteers of SchoolPro
- All contractors and other people working on behalf of SchoolPro
- Client contacts and other associated client information

It applies to all data that the company holds relating to identifiable individuals. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Any other information relating to individuals

Data protection risks

This policy helps to protect SchoolPro from data security risks including:

- Breaches of confidentiality. For example, information being given out inappropriately.
- Failing to offer choice. For example, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For example, the company could suffer if others gained access to data.

Responsibilities

Everyone who works for or with SchoolPro has responsibility for ensuring that data is collected, stored and processed appropriately. Everyone who handles personal data must ensure that it line with this policy and data protection principles.

The Director, Richard Morley, is responsible for all aspects of data protection and compliance.

Data storage

Data stored on paper must be protected from unauthorised access. Data stored on paper should be securely shredded or destroyed when no longer required.

Data stored electronically must be protected from unauthorised access, accidental deletion and attempted malicious access:

- Data should be protected by strong passwords which are changed regularly.
- If data is stored on removable media these should be kept locked away securely when not in use.
- Data should only be stored on designated computers or approved cloud storage.
- Data held on PCs should be backed up.
- All PCs containing data should be protected by security software and a firewall.

Data use

Processing Personal data.

- When working with personal data, screens of computers should always be locked when left unattended.
- Personal data should not be shared informally. In particular, it should never be sent by email without adequate security.
- Personal data should not be transferred outside the European Economic Area unless adequate data security can be guaranteed.

Data accuracy

SchoolPro will take reasonable steps to ensure that personal data are kept accurate and up to date.

- Data will be held in as few places as necessary.
- Every opportunity should be taken to ensure that data is updated.
- Data should be updated as soon as inaccuracies are discovered.

Subject access requests

All individuals who are the subject of personal data held by SchoolPro are entitled to:

- Ask what information the company holds about them.
- Be informed how to keep it up to date

If an individual contacts SchoolPro requesting this information, this is called a subject access request.

Subject access requests should be made by email addressed to the data controller at GDPR@SchoolPro.uk. The data controller will provide the relevant data within 1 month after the verifying the identity of the person making a subject access request.

Disclosing data for other reasons

In certain circumstances the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances SchoolPro will disclose the requested data having ensured that the request is legitimate.

Providing information

SchoolPro aims to ensure that individuals are aware that their data is being processed and that they understand:

- How the data is being used
- How to exercise their rights
- How to contact SchoolPro regarding any questions or complaints about data held

To these ends, the company has a privacy statement setting out how data relating to individuals is used by the company.