

Statement of Personal Data Handling Policy

March 2002



Excellence in Learning

Education Leeds 

Education Leeds and Data Protection – A Common Vision

The “Visions, Values and Promises” document circulated in June 2001 identified, amongst other things, the characteristics of a highly effective organisation. Amongst these characteristics were:-

“Integrity, openness, trust and mutual respect”

This Personal Data Handling Policy embodies the very essence of these ethics and has been written to incorporate them into our daily working lives.

Our integrity is demonstrated by the respect that we have for the rights conferred to our pupils, their parents and everyone we deal with, through laws such as the Data Protection Act. Our promise to abide by the data protection principles is nothing less than a commitment towards openness and the observation of decency with regard to personal privacy.

By being open across our services, we can build trust, not only with those for whom we provide them, but also with our partners and staff. This will enhance our reputation as a quality employer and provider of services and will gain us respect across the education community.

This policy document sets out what we consider to be the minimum standards for compliance with the Data Protection Act 1998 and in particular, the eight Data Protection Principles. These principles are not only the guardians of our service users’ data, but also of each and every one of us as employees of Education Leeds. We all have a right to know who has access to our information and for what purpose. By adopting the standards set out in this document we can be assured that our own privacy is respected and we can share this reassurance with everyone we deal with.

Education Leeds takes personal privacy seriously and to demonstrate this, has a permanent officer to deal with compliance and any issues that arise in this respect. We also recognise the importance of educating our staff so that they know what the law expects of them. It is important therefore that you read this policy and understand your obligations.

Remember that Education Leeds believes that people matter. This is a positive step towards demonstrating this to the people of Leeds.



CHRIS EDWARDS
Chief Executive

Statement of Personal Data Handling Policy for Education Leeds Staff

This is a statement of personal data handling policy in compliance with the Data Protection Act 1998, adopted by Education Leeds.

Education Leeds needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees, suppliers, pupils and school staff, clients and customers and others with whom we communicate. In addition, we may be occasionally required by law to collect and use certain types of information of this kind to comply with the requirements of government departments, for example, the Department for Education and Skills. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We recognise that the lawful and correct treatment of personal information by Education Leeds is very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. We therefore ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of data protection as set out in the Data Protection Act 1998.

Specifically, the principles require that personal information:

- a). shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions set out in Schedules 2 and 3 of the Data Protection Act 1998, are met;
- b). shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- c). shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- d). shall be accurate and, where necessary, kept up to date;
- e). shall not be kept for longer than is necessary for that purpose or those purposes and retained only for as long as stated in the Guidance for Retention of Personal Data;
- f). shall be processed in accordance with the rights of data subjects under the Act;

and that:

- g). appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss, damage or destruction to personal data;
- h). shall not be transferred to a country or territory outside of the European Economic Area unless that country or territory is subject to a 'Community Finding' by the European Commission, which permits transfer.

Therefore Education Leeds will, through appropriate management and strict application of criteria and controls:

- ◆ Observe fully conditions regarding the fair collection and use of information;
- ◆ Meet its legal obligations to specify the purpose for which information is used;
- ◆ Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ◆ Ensure the quality of information used;
- ◆ Apply strict checks to determine the length of the time information is held;
- ◆ Ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken; the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong.);
- ◆ Take appropriate technical and organisational security measures to safeguard personal information;
- ◆ Ensure that personal information is not transferred abroad without suitable safeguards

In addition, Education Leeds will ensure that :

- ❑ There is someone with specific responsibility for data protection in the organisation, (currently this person is Paul Taylor, Tel. 2477889);
- ❑ Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- ❑ Everyone managing and handling personal information is appropriately trained to do so;
- ❑ Everyone handling and managing personal information is appropriately supervised;
- ❑ Anybody wanting to make enquiries about handling personal information knows what to do;
- ❑ Queries about handling personal information are promptly and courteously dealt with;
- ❑ Methods of handling personal information are clearly described;
- ❑ A regular review and audit is made of the way personal information is managed;
- ❑ Methods of handling personal information are regularly assessed and evaluated;
- ❑ Performance with handling personal information is regularly assessed and evaluated.

Finally, all staff have a duty to make sure that they comply with the Data Protection Principles and the procedures set out in the document "Implementing the Data Protection Act 1998 – A Guide for Staff", a copy of which will be held by each section. In particular, all staff must ensure that records are:-

- ✓ Fair
- ✓ Accurate and where necessary up-to-date
- ✓ Kept and disposed of safely and securely

Individual members of staff can be liable in law under the terms of this Act. They may also be subject to claims for damages from persons harmed or who suffer distress as a result of inaccuracy, unauthorised use or disclosure of their data. Any deliberate breach of this policy will be treated as a disciplinary matter and serious breaches of the Act may lead to dismissal.

This policy was approved by: *Chris Edwards* Date: 15 March 2002