



# MALVERN ST JAMES

## Girls' School

### Data Protection Policy

This policy is the responsibility of the Bursar, to review and update annually.

#### Background

Data protection is an important legal compliance issue for Malvern St James Girls' School (the "School"). During the course of the School's activities it collects, stores and processes personal data (sometimes sensitive in nature) about staff, pupils, their parents, its contractors and other third parties (in a manner more fully detailed in the School's Privacy Notice). The School, as data "controller", is liable for the actions of its staff and governors in how they handle data. It is therefore an area where all staff have a part to play in ensuring we comply with and are mindful of our legal obligations, whether that personal data handling is sensitive or routine.

UK data protection law consists primarily of the UK version of the General Data Protection Regulation (the "UK GDPR") and the Data Protection Act 2018 ("DPA 2018"). The DPA 2018 includes specific provisions of relevance to independent schools: in particular, in the context of our safeguarding obligations, and regarding the right of access to personal data.

Data protection law has in recent years strengthened the rights of individuals and placed tougher compliance obligations on organisations including schools that handle personal information. The Information Commissioner's Office ("ICO") is responsible for enforcing data protection law in the UK, and will typically look into individuals' complaints routinely and without cost, and has various powers to take action for breaches of the law.

#### Definitions

Key data protection terms used in this data protection policy are:

- **Data controller** – a person or body that determines the purpose and means of the processing of personal data, and who is legally responsible for how it is used. For example, the School (including its governors) is a controller. An independent contractor who makes their own such decisions is also, separately, likely to be a data controller.
- **Data processor** – an organisation that processes personal data on behalf of a data controller, for example a payroll or IT provider or other supplier of services with whom personal data may be shared but who is not authorised to make any decisions about how it is used.
- **Personal data breach** – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.
- **Personal information (or 'personal data')** - any information relating to a living individual (a data subject) by which that individual may be identified by the controller. That is not simply a name but any form of identifier, digital or contextual, including unique ID numbers, initials, job titles or nicknames. Note that personal information will be created almost constantly in the ordinary course of work duties (such as in emails, notes of calls, and minutes of meetings). The definition includes expressions of opinion about the individual or any indication of the school's, or any person's, intentions towards that individual.
- **Processing** – virtually anything done with personal information, including obtaining or collecting it, structuring it, analysing it, storing it, sharing it internally or with third parties (including making it available to be viewed electronically or otherwise), altering it or deleting it.
- **Special categories of personal data** – data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health and medical conditions, sex life or sexual

orientation, genetic or biometric data used to identify an individual. There are also separate rules for the processing of personal data relating to criminal convictions and offences.

## Application of this policy

This policy sets out the School's expectations and procedures with respect to processing any personal data we collect from data subjects (including staff, pupils, their parents, governors, visitors, Old Girls' Association members, MSJ Community members, its contractors and other third parties).

Those who handle personal data as employees or governors of the School are obliged to comply with this policy when doing so. For employees, breaches of this policy may result in disciplinary action. Accidental breaches of the law or this policy in handling personal data will happen from time to time, for example by human error, and will not always be treated as a disciplinary issue. However, failure to report breaches that pose significant risks to the School or individuals will be considered a serious matter.

In addition, this policy represents the standard of compliance expected of those who handle the School's personal data as contractors, whether they are acting as "data processors" on the School's behalf (in which case they will be subject to binding contractual terms) or as data controllers responsible for handling such personal data in their own right.

Where the School shares personal data with third party data controllers – which may range from other schools, to parents, to appropriate authorities, to casual workers and volunteers – each party will need a lawful basis to process that personal data and will be expected to do so lawfully and with due regard to security and confidentiality, as set out in this policy.

If you are a volunteer or contractor, you will be a data controller in your own right, but the same legal regime and best practice standards set out in this policy will apply to you by law.

## Person responsible for Data Protection at the School

The School has appointed Bursar as the Data Protection Officer who will endeavour to ensure that all personal data is processed in compliance with this Policy and the principles of the GDPR. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Data Protection Officer.

## The Principles

The UK GDPR sets out six principles relating to the processing of personal data which must be adhered to by data controllers (and data processors). These require that personal data must be:

1. Processed **lawfully, fairly** and in a **transparent** manner;
2. Collected for **specific and explicit purposes** and only for the purposes it was collected for;
3. **Relevant** and **limited** to what is necessary for the purposes it is processed;
4. **Accurate** and kept **up to date**;
5. **Kept for no longer than is necessary** for the purposes for which it is processed; and
6. Processed in a manner that ensures **appropriate security** of personal data.

The UK GDPR's broader 'accountability' principle also requires that the School not only processes personal data in a fair and legal manner but that we are also able to demonstrate that our processing is lawful. This involves, among other things:

- keeping records of our data processing activities, including by way of logs and procedures;
- documenting significant decisions and assessments about how we use personal data (including via formal risk assessment documents called Data Protection Impact Assessments (DPIA)); and

- generally having an ‘audit trail’ vis-à-vis data protection and privacy matters, including for example when and how our Privacy Notice(s) were updated; when staff training was undertaken; how and when any data protection consents were collected from individuals; how personal data breaches were dealt with, whether or not reported (and to whom), etc.

## Lawful grounds for data processing

Under the GDPR there are several different lawful grounds for processing personal data. One of these is consent. However, because the definition of what constitutes consent has been tightened under GDPR (and the fact that it can be withdrawn by the data subject) it is considered preferable for the School to rely on another lawful ground where possible.

One of these alternative grounds is ‘legitimate interests’, which is the most flexible basis for processing. However, it does require transparency and a balancing assessment between the rights of the individual and the interests of the School. It can be challenged by data subjects and means the School is taking on extra responsibility for considering and protecting people’s rights and interests. The School’s legitimate interests are set out in its Privacy Notice, as GDPR requires.

Other lawful grounds include:

- **compliance with a legal obligation** - including in connection with employment, engagement of services and diversity;
- **contractual necessity** - e.g. to perform a contract with staff or parents, or the engagement of contractors;
- a narrower set of grounds for processing special categories of personal data (such as health information), which includes **explicit consent, emergencies, and specific public interest grounds**.

## Headline responsibilities of all staff

### Record-keeping

It is important that personal data held by the School is accurate, fair and adequate. Staff are required to inform the School if they believe that any personal data is inaccurate or untrue or if you are dissatisfied with how it is recorded. This applies to how staff record their own data, and the personal data of others – in particular colleagues, pupils and their parents – in a way that is professional and appropriate.

Staff should be aware of the rights set out below, whereby any individuals about whom they record information on School business (notably in emails and notes) digitally or in hard copy files may have the right to see that information. This absolutely must not discourage staff from recording necessary and sometimes difficult records of incidents or conversations involving colleagues or pupils, in accordance with the School’s other policies, and grounds may sometimes exist to withhold these from such requests. However, the starting position for staff is to record every document or email in a form they would be prepared to stand by should the person about whom it was recorded ask to see it.

### Data handling

All staff have a responsibility to handle the personal data which they come into contact with fairly, lawfully, responsibly and securely and in accordance with the Staff Handbook and all relevant School policies and procedures (to the extent applicable to them). In particular, there are data protection implications across a number of areas of the School’s wider responsibilities such as safeguarding and IT security, so all staff should read and comply with the following policies:

- Safeguarding Policy;
- E-Safety Policy (including Acceptable Use of IT and the Internet for Pupils and Staff – AUP);

- Anti-Bullying Policy;
- Photography and Filming Policy;
- Whistleblowing Policy;
- Complaints Policy;
- Rewards and Sanctions Policy including Code of Conduct;
- Policy for the use of Digital Devices.

Responsible processing also extends to the creation and generation of new personal data / records, as above, which should always be done fairly, lawfully, responsibly and securely.

### **Avoiding, mitigating and reporting data breaches**

One of the key new obligations contained in the GDPR is reporting personal data breaches. Data controllers must report certain types of personal data breach (those which risk an impact to individuals) to the ICO within 72 hours.

In addition, data controllers must notify individuals affected if the breach is likely to result in a "high risk" to their rights and freedoms. In any event, the School will keep a record of any personal data breaches, regardless of whether we need to notify the ICO. If staff become aware of a personal data breach, they must notify the Bursar. If staff are in any doubt as to whether to report something internally, it is always best to do so. A personal data breach may be serious, or it may be minor; and it may involve fault or not; but the School always needs to know about them to make a decision.

As stated above, the School may not need to treat the incident itself as a disciplinary matter – but a failure to report could result in significant exposure for the School, and for those affected, and could be a serious disciplinary matter whether under this policy or the applicable staff member's contract.

### **Care and data security**

More generally, the School requires all staff (and expect all contractors) to remain mindful of the data protection principles (see above), and to use their best efforts to comply with those principles whenever they process personal information. Data security is not simply an online or digital issue but one that affects daily processes: filing and sending correspondence, notably hard copy documents. Data handlers should always consider what the most assured and secure means of delivery is, and what the consequences would be of loss or unauthorised access.

The School expects all those with management and leadership responsibilities to be particular champions of these principles and to oversee the swift reporting of any concerns about how personal information is used by the School to the Bursar, and to identify the need for and implement regular staff training. Staff must attend any training the School requires them to.

It is in everyone's interests to get data protection right and to think carefully about data protection issues: this means handling all personal information with which you come into contact fairly, lawfully, securely and responsibly. A good rule of thumb here is to ask yourself questions such as:

- Would I be happy if my own personal information were being used (for example, shared with a third party) in the way I am proposing? Would I expect it?
- Would I wish to stand by how I have recorded this information in an email or official record if the person concerned was able to see it?
- What would be the consequences of my losing or misdirecting this personal data?

Data protection law is therefore best seen not as oppressive red tape, or a reason not to do something necessary or important, but a code of useful and sensible checks and balances to improve how we handle and record personal information and manage our relationships with people. This is an important part of the School's culture, and all its

staff and representatives need to be mindful of it.

### **Use of third-party platforms / suppliers**

As noted above, where a third party is processing personal data on the School's behalf it is likely to be a data 'processor', and this engagement must be subject to appropriate due diligence and contractual arrangements (as required by the UK GDPR). It may also be necessary to complete a DPIA before proceeding – particularly if the platform or software involves any sort of novel or high-risk form of processing (including any use of artificial intelligence ("AI") technology). Any request to engage a third-party supplier should be referred to the Bursar in the first instance, and at as early a stage as possible.

### **Rights of Individuals**

In addition to the School's responsibilities when processing personal data, individuals have certain specific rights, perhaps most significantly that of access to their personal data held by a data controller (i.e. the School). This is known as the 'subject access right' (or the right to make 'subject access requests'). Such a request must be dealt with promptly and does not need any formality, nor to refer to the correct legislation. If you become aware of a subject access request (or indeed any communication from an individual about their personal data), you must tell the Bursar as soon as possible.

Individuals also have legal rights to:

- require us to correct the personal data we hold about them if it is inaccurate;
- request that we erase their personal data (in certain circumstances);
- request that we restrict our data processing activities (in certain circumstances);
- receive from us the personal data we hold about them for the purpose of transmitting it in a commonly used format to another data controller;
- object, on grounds relating to their particular situation, to any of our particular processing activities where the individual feels this has a disproportionate impact on them; and

None of the above rights for individuals are unqualified and exceptions may well apply. However, certain rights are absolute and must be respected, specifically the right to:

- object to automated individual decision-making, including profiling (i.e. where a significant decision is made about the individual without human intervention);
- object to direct marketing; and
- withdraw one's consent where we are relying on it for processing their personal data (without affecting the lawfulness of processing carried out prior to that point in reliance on consent, or of any processing carried out on some other legal basis other than consent).

In any event, however, if you receive a request from an individual who is purporting to exercise one or more of their data protection rights, you must tell the Bursar as soon as possible.

Whilst GDPR enshrines the "right to be forgotten", the School will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing the personal data of pupils: for example, a legal requirement, or where it falls within a legitimate interest identified in the School's Privacy Notice. All such requests will be considered on their own merits.

### **Parental requests to see the educational record**

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a pupil) within 15 school days of receipt of a written request if their child is in a maintained sector school. However, as an Independent School, there is no automatic parental right of access to the educational record in our setting. We will endeavor to meet the responsibilities of maintained schools when parents request their child's educational record.

It should be noted that (as per the School's Privacy Notice) the School is not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers), provide examination or other test marks ahead of any ordinary publication, nor share any confidential reference given by the School itself for the purposes of the education, training or employment of any individual.

### **Data Security: online and digital**

The School must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data:

- School email addresses must not be used to subscribe to services that are not connected to school work/business;
- Staff must remain alert to the risk of fraudulent emails and should report emails they suspect to be fraudulent to IT Support;
- Staff and pupils are expected to save all data relating to their work to their Microsoft OneDrive;
- Staff may only take information offsite when authorised to do so, and only when it is necessary and required in order to fulfil their role;
- No personal data of staff or pupils should be stored on portable storage devices, such as memory sticks;
- All pupils and members of staff must ensure that they do not write passwords down or share passwords with other pupils or staff. Passwords or Passphrases used to access School software must be at least 8 characters long containing letters and numbers. Staff and pupils are reminded to change their passwords when necessary;
- Parents/guardians may not take videos and digital images of their children at school events, unless expressly permitted to do so in accordance with the Photographic Images of Children Policy;
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow this policy and the AUP together with the Photography and Filming Policy concerning the sharing, distribution and publication of those images;
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website;
- No member of staff should provide personal data of pupils or parents to third parties, including a volunteer or contractor, unless there is a lawful reason to do so;
- Use of personal email accounts or unencrypted personal devices by staff or governors/trustees for official School business is not permitted.

### **Processing of Financial / Credit Card Data**

The School complies with the requirements of the PCI Data Security Standard (PCI DSS). Staff who are required to process credit card data must ensure that they are aware of and comply with the most up to date PCI DSS requirements. If you are unsure in this regard, please seek further guidance from the Finance Manager.

Other categories of financial information, including bank details and salary, or information commonly used in identity theft (such as national insurance numbers or passport details), may not be treated as legally sensitive but can have material impact on individuals and should be handled accordingly.

### Data security and storage of records

The School will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage. In particular:

- Papers containing confidential personal data must not be left on office/classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access. Walk-up print management is installed to avoid information being left on printers;
- Where personal information needs to be taken off site, it must be included in the Visit Pack and authorised by the Information Compliance Officer;
- Use of personal email accounts for official School business by governors and staff is not permitted;
- Multi-factor authentication procedures are in place to ensure all Staff and governors who access School information on their personal devices are protected.
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected.

### Retention and Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it. For example, we will shred paper-based records and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the School's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

The School follows the advice set out by the Information and Records Management Society (IRMS) <http://irms.org.uk/>. We will always use the latest version of the toolkit <http://irms.org.uk/page/SchoolsToolkit>. For ease of reference, the retention and disposal schedules are broken down into 5 sections:

1. Governing Body
2. School Management
3. Pupil Administration
4. Curriculum and Extra-Curricular Activities
5. Central Government and Local Authority

**Authorised by**

Board of Governors of Malvern St James Girls' School

**Signature**

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned in the center of the signature field.

**Date**

2 December 2024

**Effective date of the policy**

2 December 2024

**Review date**

Autumn Term 2025