



# Byron College

## Data Protection Policy

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### Data Protection Policy

1. The School is obliged to process relevant personal data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this policy.  
Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.  
In this policy, any reference to pupils includes current, past or prospective pupils.

### Data Protection Controller

2. The School has appointed the School Business Services Manager who will be responsible for all day-to-day data protection matters.  
The Head Teacher is responsible for controlling the use and processing of personal data.  
At all times the School will aim to be compliant with the principles of UK Data Protection Acts whilst mindful of the rights of the regulatory bodies in Greece.

### The Principles

3. So far as is reasonably practicable the School will comply with the data protection principles aimed to ensure that all data is:
  - Fairly and lawfully processed
  - Processed for a lawful purpose
  - Adequate, relevant and not excessive
  - Accurate and up to date
  - Not kept for longer than necessary
  - Processed in accordance with data subjects' rights
  - Secure
  - Not transferred to parties in other countries without adequate protection.

### Personal Data

4. Personal data covers both facts and opinions about an individual. The School may need to, in the course of conducting its business, process a wide range of personal data of pupils, their parents or guardians. This personal data may include (but is not limited to): names and addresses, bank details, academic, disciplinary, admission and attendance records, references, examination scripts and marks.

### Processing of Personal Data

5. Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils or parents. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the prior written consent of the appropriate individual under the terms of this policy.

### Sensitive Personal Data

6. The School may, from time to time, be required to process sensitive personal data regarding a pupil or their parents. Sensitive personal data includes medical information and data relating to religion, race or criminal records and proceedings. Where such data is processed then the explicit consent of the appropriate individual will be required in writing.

### Rights of Access

7. Individuals have a right of access to information concerning themselves held by the School. Any individual wishing to access this data should put their request in writing to the DPC. The School will respond to such a request as soon as is reasonably practicable and is entitled to charge an administration fee of up to €10 for providing this information.
8. Certain data is, of course, exempt from the right of access under data protection acts. This may include information:
  - Which identifies other individuals
  - Which the School reasonably believes is likely to cause damage or distress
  - Which is subject to legal professional privilege.

The School is also not required to disclose pupil's examination scripts.

9. The School will treat as confidential any reference given by the School for the purpose of the education or prospective education, training or employment of any pupil. An individual has the right to access to a reference relating to them received by the School. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference.

### Whose Rights

10. The rights under the UK Data Protection Act are personal to the individual to whom the data relates. In most cases the School will rely on parental consent to process data relating to pupils unless the nature of the processing, and the pupil's age and understanding make it unreasonable under the circumstances to rely on the parent's consent. Parents should be made aware that in such situations they may not be consulted.
11. The School will only grant the pupil direct access to their personal data if it reasonably believes the pupil understands the nature of the request. Pupils agree that the School may disclose their personal data to their parents or guardian.
12. Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of

withholding their consent or where the School believes disclosure will be in the best interests of the pupils or other pupils to withhold may be unlawful.

### Exemptions

13. Certain data is exempted from the provisions of data protection legislation which includes the following:
- The prevention or detection of crime
  - The assessment of any tax or duty
  - Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School
  - Any further information on exemptions should be sought from the School's DPC.

### Disclosure of Information

14. The School may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians.

The School confirms that it will not generally disclose information unless the individual has given their consent or one of the previously stated specific exemptions applies.

However, does intend to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference concerning a pupil to any educational institution which it is proposed that the pupil may attend
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend
- To publish the results of public examinations or other achievements of pupils
- To disclose details of a pupil's medical condition where it is in the pupil interest to do so, for example for medical advice, insurance purposes or to organizers of school trips
- Where the School receives a disclosure request in writing from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

### Use of personal information by the School

15. The School will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways:

- For fundraising, marketing or promotional purposes
- To maintain relationships with pupils of the School, including transferring information to any association society or club set up for the purpose of establishing or maintaining contact with pupils.

Should you wish to limit or object to any such use please notify the DPC at the time of enrolment or in writing at any other time.

16. To make use of photographic images of pupils in School publications and on the School website. However, the School will not publish photographs of individuals with their full names on the School website without the express agreement of the appropriate individual.

### Accuracy

17. The School will endeavour to ensure that personal data held in relation to an individual is accurate. Individuals must notify the School DPC of any changes to information held about them. Any individual has the right to request that inaccurate information about them is erased or corrected.

### Security

18. The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, parents or guardians where it is necessary for them to do so.  
Academic records and records of financial transactions and agreements are stored separately from each other.  
All staff will be made aware of their duties under Data Protection legislation and the data process in the School are obliged to have an addendum to their work contracts which obliges them to take appropriate security measures.  
The School will ensure that all personal information is held securely and is not accessible to unauthorized persons. Data will be retrieved from secure storage by authorized personnel.  
All electronic data will be properly protected and manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.  
Computer workstations administration areas shall be positioned so that their screens are not visible to casual observers.

### Enforcement

19. If an individual believes that the School has not complied with this policy or have acted otherwise than in accordance with the Data Protection legislation they should use the School complaints procedure and should notify the DPC.

#### Clarification:

Throughout this policy where parents or guardians are referred to and their rights outlined we refer only to parents for whom there is no verifiable legal obstruction (e.g. court order).

#### Appendix

This appendix refers to matters of data protection for School employees and should not necessarily be published in any other form than in the Staff Handbook.

1. All staff should understand that the general principles and practices of the School's data protection policy also applies to all of them.
2. No parent nor child will be allowed access to personal data of school employees.
3. The School accepts that all information about employees is sensitive and confidential and can only be shared with the knowledge and agreement of the individual and at the discretion of the Head Teacher.
4. All employment records will be kept in line with Greek law and a safe recruitment policy.
5. The School will keep records of complaints, grievances, disciplinary meetings with the Head Teacher in confidential staff files for a period of up to 7 years or for as long as the individual is in the School's employ.
6. The disposal of any personal data will be conducted in a manner that protects the rights and privacy of all individuals (by secure electronic deletion, shredding and disposal of hard copy files).

7. A member of staff has the right to see their own record but in some cases, where third party information may be included, then permission from that third party is required
8. All staff records are confidential between the Head and the individual employee.
9. The School accounts department are responsible for maintaining records of all financial dealings between the employer and employee and the strictest measures apply to the protection of that data and personal information.