



**ALL SAINTS RC SCHOOL, YORK**  
Diocese of Middlesbrough



**DATA PROTECTION POLICY**

*On the day of judgment people will give account for every careless word they speak,  
Matthew 12:36*

**1. Principles of the Policy**

- Personal data will be collected, stored, used and destroyed fairly and in compliance with the Data Protection Act 1998 (the Act)
- Individuals' rights and privacy will be respected

**2. Implementation**

- The School will be registered as a data controller with the information commissioner's officer
- Any data which relates to a living person (Personal Data) will be held securely and in the case of electronic data it shall be effectively encrypted
- Personal data will be maintained current and accurate, and will only be obtained and held to the extent and for the duration it is necessary for the smooth and efficient operation of the school
- Personal Data will be destroyed when it is no longer current or relevant to the purpose for which it was collected

**3. Roles And Responsibilities Of Staff**

- The Headteacher is responsible for the school's compliance with the Act
- The Headteacher shall ensure that written procedures for the collection, storage, use and destruction of all Personal Data in the school are created and effectively implemented
- The Headteacher will ensure all staff handling personal data are trained about data protection to an appropriate level

**4. Monitoring, Evaluation And Review**

The Governing body will review this policy every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

**5. Availability**

This policy will be included in the Staff Handbook and copies for interested parties, pupils and parents will be available from the Head teacher's secretary.

<b>Person Responsible:</b>	<i>Head teacher</i>
<b>Reviewed by:</b>	<i>Governors' Health and Safety Committee</i>
<b>Last Review Academic Year:</b>	<i>2017-2018</i>
<b>Next Review academic Year:</b>	<i>2019-2020</i>