



# Confidentiality & Data Protection Policy

## Purpose

To ensure that the personal data of staff, participants, parents and carers, whether held in paper or electronic form, is fairly and lawfully processed.

To ensure that the school is:

- Thoughtful about what sensitive information it needs to obtain;
- Vigilant about the way this information is stored;
- Appropriate in the way the information is used and shared and;
- Timely and careful about the way the information is destroyed.

## Why do we need a policy?

To comply with the obligations under the General Data Protection Regulation (2018) and the Data Protection Act

To ensure that the principles of good data management are embedded in school practice and clearly communicated to all data users.

This policy was implemented on **January 1<sup>st</sup> 2019**

The policy will be reviewed and updated in **January 2020**.

## How will we safeguard confidential data?

Tyggwhistle will ensure that:

- All staff who use confidential data are adequately trained on their obligations under this policy;
- Data collected and held about an individual is fairly, lawfully and transparently processed.
- Data is only collected for specified, explicit and legitimate purposes.
- Data is accurate and kept up to date.
- Once data is no longer used for its purpose it is destroyed or anonymised so it is impossible to identify the subject.
- Stored data is appropriately protected, either by passwords (electronic) or lock and key (paper based).

Tyggwhistle will allow all data subjects to:

- Access, transfer, erase, rectify or restrict data relating to them.

## How will we implement this policy?

- By referring to the policy when drawing up data collection forms.
- By setting out clear operating procedures relating to the storage and retrieval of data.
- By sharing a Data Use Code of Best Practice with staff which sets out Dos and DONTs of data management.