

Data Protection Policy

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1. Aims

The Propeller Academy Trust (PAT) and its member schools aims to ensure that all personal data collected about staff, pupils, parents and carers, governors, visitors, and other individuals is collected, stored, and processed in accordance with UK data protection law.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

It is based on guidance published by the Information Commissioner’s Office (ICO) on the [UK GDPR](#).

It also reflects the ICO’s [guidance](#) for the use of surveillance cameras and personal information.

In addition, this policy complies with our funding agreement and articles of association.

3. Definitions

TERM	DEFINITION
Personal data	<p>Any information relating to an identified, or identifiable, living individual.</p> <p>This may include the individual’s:</p> <ul style="list-style-type: none">Name (including initials)Identification numberLocation dataOnline identifier, such as a username <p>It may also include factors specific to the individual’s physical, physiological, genetic, mental, economic, cultural, or social identity.</p>

TERM	DEFINITION
Special categories of personal data	<p>Personal data, which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none"> Racial or ethnic origin Political opinions Religious or philosophical beliefs Trade union membership Genetics Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes Health – physical or mental Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

4. The data controller

The Propeller Academy Trust, through its member schools, processes personal data relating to parents and carers, pupils, staff, governors, visitors, and others, and therefore is a data controller.

The Propeller Academy Trust is registered with the ICO, as legally required.

5. Roles and responsibilities

This policy applies to **all staff** employed by the Trust, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Board of Trustees

The Board of Trustees (BoT) are the Data Controller and have overall accountability for data protection.

They are responsible for ensuring that the Trust complies with all relevant data protection obligations.

The monitoring of compliance is delegated to the Audit Committee through the SoD.

5.2 Chief Executive Officer (CEO)/Chief Operations Officer (COO)

The CEO is responsible for:

- Developing and implementing the Data Protection policy, plus related policies, and guidelines where applicable, in order to meet compliance with regulations
- Monitoring compliance across Trust member schools

The COO is responsible for:

- Appointment of the schools DPO
- Responding to complaints
- Monitoring compliance across Trust Central functions i.e., IT, HR, Finance

5.3 Board of Governors

Each Local Governing Board (LGB) has overall responsibility for ensuring that a member school complies with all relevant data protection obligations. LGB's have delegated responsibility for the audit process.

5.4 Data protection officer (DPO)

The Trust has an externally appointed data protection officer (DPO) who is responsible for monitoring the Trust and school's compliance with data protection law, providing support and guidance as required.

DPOs will provide a report of their activities directly to the COO following compliance reviews. The COO will forward DPO advice and recommendations on school data protection issues to the relevant Headteachers and will update the Board.

The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO.

Full details of the DPO's responsibilities are set out in the relevant service specifications.

Nicola Cook, SchoolsDPO Ltd. www.schoolsdpo.com, 01296 658502

School office administrators manage data protection compliance records day to day and work closely with the headteacher and DPO. They will be responsible for contacting the DPO in the following circumstances:

- With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure

- If they have any concerns that this policy is not being followed
- If they are unsure whether or not they have a lawful basis to use personal data in a particular way
- If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the UK
- If there has been a data breach
- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

5.6 Headteacher

The headteacher acts as the representative of the data controller on a day-to-day basis and, as the operational data protection lead, is responsible for overseeing the implementation of this policy at school level.

They will be responsible for liaising with the DPO in the following circumstances:

- With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
- If they have any concerns that this policy is not being followed
- If they are unsure whether or not they have a lawful basis to use personal data in a particular way
- If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the UK
- If there has been a data breach
- Whenever they are engaging in a new activity that may affect the privacy rights of individuals
- If they need help with any contracts or sharing personal data with third parties

5.7 All staff

Staff are responsible for:

- Collecting, storing, and processing any personal data in accordance with this policy
- Informing the Trust of any changes to their personal data, such as a change of address

6. Data protection principles

The UK GDPR defines data protection principles that our Trust must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant, and limited to what is necessary to fulfil the purposes for which it is processed

- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

The Trust is also required to be able to demonstrate evidence of compliance with the GDPR under the principle of accountability.

This policy sets out how the Trust aims to comply with these principles.

7. Collecting personal data

7.1 Lawfulness, fairness, and transparency

- We will only process personal data where we have 1 of 6 ‘lawful bases’ (legal reasons) to do so under data protection law:
- The data needs to be processed so that the Trust can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
- The data needs to be processed so that the Trust can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual or another person i.e., to protect someone’s life
- The data needs to be processed so that the Trust, as a public authority, can **perform a task in the public interest or exercise its official authority**
- The data needs to be processed for the **legitimate interests** of the Trust (where the processing is not for any tasks the Trust performs as a public authority) or a third party, provided the individual’s rights and freedoms are not overridden
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

For special categories of personal data, we will also meet 1 of the special category conditions for processing under data protection law:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **explicit consent**
- The data needs to be processed to perform or exercise obligations or rights in relation to **employment, social security, or social protection law**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for the establishment, exercise, or defence of **legal claims**

- The data needs to be processed for reasons of **substantial public interest** as defined in legislation
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **public health reasons**, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- The data needs to be processed for **archiving purposes**, scientific or historical research purposes, or statistical purposes, and the processing is in the public interest

For criminal offence data, we will meet both a lawful basis and a condition set out under data protection law. Conditions include:

- The individual (or their parent/carer when appropriate in the case of a pupil) has given **consent**
- The data needs to be processed to ensure the **vital interests** of the individual or another person, where the individual is physically or legally incapable of giving consent
- The data has already been made **manifestly public** by the individual
- The data needs to be processed for or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise, or defence of **legal rights**
- The data needs to be processed for reasons of **substantial public interest** as defined in legislation.

If we are relying on one of the special category conditions for our data processing which has a basis in law or is required by law, we will also meet one of the additional conditions as required by Section 10 of the UK DPA 2018. See our Appropriate Policy Document for more details (Appendix 2).

Whenever the Trust first collects personal data directly from individuals, they will be provided with the relevant information required by data protection law. This will normally be through Trust privacy notices.

The Trust will always consider the fairness of its data processing. They will ensure that they do not handle personal data in ways that individuals would not reasonably expect or use personal data in ways which have unjustified adverse effects on them.

7.2 Limitation, minimisation, and accuracy

We will only collect personal data for specified explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

We will keep data accurate and, where necessary, up to date. Inaccurate data will be rectified or erased when appropriate.

In addition, when staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the Trust's record retention schedule.

8. Sharing personal data

We will not normally share personal data with anyone else without consent, but there are certain circumstances where we may be required to do so. These include, but are not limited to, situations where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this.
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
 - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with UK data protection law
 - Establish a contract with the supplier or contractor to ensure the fair and lawful processing of any personal data we share
 - Only share data that the supplier or contractor needs to carry out their service

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

Where we transfer personal data internationally, we will do so in accordance with UK data protection law.

9. Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period

- Where relevant, the existence of the right to request rectification, erasure or restriction, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual
- The safeguards provided if the data is being transferred internationally

Subject access requests can be submitted in any form, but we may be able to respond to requests more quickly if they are made in writing and include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If the school receives a subject access request or Freedom of Information request, in any form, they must immediately forward it to the Trust Data Protection Lead (DPL) who will support the school to deal with the response within the legally specified timescales. The DPL can be contacted at DPO@propellertrust.org

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request or have given their consent.

Children under the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils at our school may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant)
- Will provide the information free of charge

- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

We may not disclose information for a variety of reasons, such as if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is being or has been abused, or is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Would include another person's personal data that we can't reasonably anonymise, and we don't have the other person's consent and it would be unreasonable to proceed without it
- Is part of certain sensitive documents, such as those related to crime, immigration, legal proceedings or legal professional privilege, management forecasts, negotiations, confidential references, or exam scripts
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee to cover administrative costs. We will take into account whether the request is repetitive in nature when making this decision.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO or they can seek to enforce their subject access right through the courts.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Object to processing which has been justified on the basis of public interest, official authority, or legitimate interests
- Challenge decisions based solely on automated decision making or profiling (i.e., making decisions or evaluating certain things about an individual based on their personal data with no human involvement)
- Be notified of a data breach (in certain circumstances)
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used, and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the Trust DPL DPO@propellertrust.org If staff receive such a request, they must immediately forward it to the DPL on the aforementioned email address.

10. Biometric recognition systems

The Propeller Academy Trust does not use, or plan to use, any biometric recognition systems.

11. CCTV

We use CCTV in various locations around Trust sites to ensure they remain safe. We will follow the [ICO's guidance](#) for the use of CCTV, and comply with data protection principles.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the Chief Operations Officer.

12. Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school.

We will obtain either written or online consent from parents/carers for photographs and videos to be taken of their child for communication, marketing, and promotional materials. We will clearly explain how the photograph and/or video will be used.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers (or pupils where appropriate) have agreed to this.

Where the school takes photographs and videos, uses may include:

- Within school on noticeboards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our child protection and safeguarding policy for more information on our use of photographs and videos.

13. Data protection by design and default

We will put measures in place to show that we have integrated data protection into all of our data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge

- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing data protection impact assessments where the school's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process)
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies, and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Appropriate safeguards being put in place if we transfer any personal data outside of the UK, where different data protection laws may apply
- Maintaining records of our processing activities, including:
 - For the benefit of data subjects, making available the name and contact details of our school and DPO, and all information we are required to share about how we use and process their personal data (via our privacy notices)
 - For all personal data that we hold, maintaining an internal record of the type of data, type of data subject, how and why we are using the data, any third-party recipients, any transfers outside of the UK and the safeguards for those, retention periods and how we are keeping the data secure

14. Data security and storage of records

We 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:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data, are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the school office
- Passwords that are at least 10 characters long containing letters and numbers, or Passphrases containing 3 separate words are used to access school computers, laptops, and other electronic devices. Staff and pupils are reminded that they should not reuse passwords from other sites

- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices
- Staff, pupils, or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our online safety policy)
- 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 (see section 8)

15. 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 or incinerate 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.

16. Personal data breaches

The school will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1.

When appropriate, we will report the data breach to the ICO within 72 hours after becoming aware of it. Such breaches in a school context may include, but are not limited to:

- A non-anonymised dataset being published on the school website, which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person
- The theft of a school laptop containing non-encrypted personal data about pupils

17. Training

All staff and governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the school's processes make it necessary.

18. Monitoring arrangements

The COO is responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by the Trust board.

19. Links with other policies

This data protection policy is linked to our:

Freedom of information publication scheme

Online safety policy

IT acceptable usage policy

Child protection and safeguarding policy

Privacy Notices

Record Retention Schedule

Appendix 1:



Propeller Academy Trust Data Breach Response Plan

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1. Introduction

This data breach response plan is an appendix to our Trust's Data Protection Policy which should be read in conjunction with. If you have any queries, please contact the Chief Operations Officer (COO), our Data Protection Lead, in the first instance.

The General Data Protection Regulation (GDPR) defines a personal data breach as:

“a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.”

A breach of personal data is a type of security incident and falls into one of three categories:

- “Confidentiality breach” - an unauthorised or accidental disclosure of, or access to, personal data
- “Integrity breach” - an unauthorised or accidental alteration of personal data
- “Availability breach” - an accidental or unauthorised loss of access to, or destruction of personal data.

A breach may concern the confidentiality, integrity and availability of personal data at the same time, or any combination. It can be the result of both accidental and deliberate causes.

Some examples of personal data breaches include:

- access by an unauthorised third party (including the malicious acts of hackers and scammers)
- deliberate or accidental action (or inaction) by a controller or processor
- sending personal data to an incorrect recipient
- computing/mobile devices containing personal data being lost or stolen
- alteration of personal data without permission
- loss of availability of personal data, e.g. when it has been encrypted by ransomware, or accidentally lost or destroyed (including natural disasters such as fire and flood).

Under the GDPR any breach of personal data requires mandatory notification to our supervisory authority, the Information Commissioner's Office (ICO); unless the breach is unlikely to result in a risk to the rights and freedoms of individuals.

2. When a Breach of Personal Data Occurs

As soon as we are aware* that a breach of personal data has occurred, we will immediately seek to contain the incident and also assess the risk to the rights and freedoms of the individual(s) involved.

*Awareness of a breach occurs when we have a reasonable degree of certainty that a

breach has occurred.

The GDPR requires us to use our resources to ensure we are 'aware' of a data breach in a timely manner. In some cases, it will be relatively clear from the outset that there has been a breach, whereas in others, it may take some time to establish if personal data have been compromised.

A data incident/breach may occur during school holidays when the trust is closed, or we have a reduced number of staff available. We will ensure that all members of staff have the contact details of the Data Protection Lead and DPO so that any incident/breach can still be dealt with appropriately. These contact details are also included in our Data Protection Policy and Privacy Notices, which are available on our website.

3. Assessment of Risk

The risk from a breach is assessed on a case-by-case basis and both the severity of the potential impact on the rights and freedoms of the individuals and the likelihood will be considered.

When assessing the risk to individuals as a result of a personal data breach we will consider:

- The type of breach
- The nature, sensitivity, and volume of the personal data
- How easy it is to identify individuals
- The severity of consequences for individuals
- Special characteristics of the individual, e.g. if they are children
- Any special characteristics of our trust
- The number of affected individuals.

A breach is likely to result in a risk to the rights and freedoms of individuals if it could result in physical, material, or non-material (e.g., emotional) damage. In particular:

- Loss of control over personal data
- Limitation or deprivation of individuals' rights
- Discrimination
- Identity theft or fraud
- Financial loss
- Damage to reputation
- Unauthorised reversal of pseudonymisation
- Loss of confidentiality of personal data protected by professional secrecy
- Any other significant economic or social disadvantage.

Where special category data* is involved, the GDPR states that such damage should be

considered to be likely to occur.

*Special category data is data that is considered more sensitive and requires greater protection: racial or ethnic origin, political opinion, religion or philosophical beliefs, trade union membership, genetic data, data concerning health or sex life, or biometric data used for identification purposes. Data relating to criminal convictions is afforded similar special protection.

4. Notification to the ICO

As a result of this assessment, if we believe that there is a risk to the rights and freedoms of the individual(s), we will notify the Information Commissioner's Office, as required under the GDPR. If we are in any doubt, we will always err on the side of caution and notify the ICO.

Where we assess a breach is reportable to the ICO, we must make this report without undue delay and, where feasible, not later than 72 hours after becoming aware of the breach.

As a minimum, we must include in our notification:

- description of the nature of the personal data breach including, where possible:
 - categories and approximate number of individuals concerned
 - categories and approximate number of personal data records concerned
- name and contact details of the DPO
- description of the likely consequences of the personal data breach
- description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned.

The GDPR makes no allowance in the statutory reporting timescale of 72 hours for breaches that occur during school holidays. Therefore, it is important that staff contact the trust Data Protection Lead and the DPO as soon as possible.

5. Communication to affected individuals

Where a data breach is likely to result in a high risk to the rights and freedoms of individuals, we will notify affected individuals as soon as possible. We will provide:

- A description of the nature of the breach
- The name and contact details of the DPO and/or Data Protection Lead
- A description of the likely consequences of the breach
- A description of the measures taken or proposed to be taken, by the trust to address the breach and mitigate any possible adverse effects.

We will also consider what specific advice we can provide to individuals to help them protect themselves, such as resetting passwords where access credentials have been

compromised.

6. Roles and Responsibilities

All Staff - if any member of staff believes a breach of personal data has occurred, or might have occurred, they must immediately notify the Data Protection Lead < Tracey Stratton. Chief Operations Officer >, who will liaise with the Data Protection Officer:

Nicola Cook, SchoolsDPO Ltd: 01296 658502,
nicola@schoolsdp.com.

If members of staff receive personal data sent in error, they must alert the sender and the **Data Protection Lead** as soon as they become aware of the error.

The **Data Protection Lead**, with the support of colleagues, will investigate the report, and determine whether a breach has occurred. To decide, they will consider whether personal data has been accidentally or unlawfully:

- Lost
- Stolen
- Destroyed
- Altered
- Disclosed, or made available where it should not have been
- Made available to unauthorised people.

The **Data Protection Lead** will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary.

In discussion with the **Data Protection Lead**, the **DPO** will assess the potential consequences of the breach and advise whether the breach needs to be reported to the ICO.

If the breach is likely to be a risk to the people's rights and freedoms, the **DPO** will notify the ICO.

Where a breach is likely to result in a high risk to people's rights and freedoms, the **Data Protection Lead** will promptly inform, in writing, all individuals whose personal data has been breached. This notification will include:

- The name and contact details of the DPO
 - A description of the likely consequences of the personal data breach
 - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned.
- The **Data Protection Lead** will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.
 - The **Data Protection Lead** will document each breach, irrespective of whether it is

reported to the ICO and ensure a record is kept in the Data Breach Register.

7. Actions to minimise the impact of data breaches

The type of action we might take will depend on the nature of the breach, but could include (this list is not exhaustive):

- Attempting to recover lost equipment
- Remotely wiping electronic devices
- Using of back-ups to restore lost/damaged/stolen data
- Changing entry codes or IT system passwords
- Attempting to recall emails containing personal information that are sent to unauthorised individuals
- Requesting personal data received in error is deleted and written confirmation is provided that the information has been deleted, and not shared, published, saved, or replicated in any way
- Carrying out internet searches to check information hasn't been made public. If it has, asking the publisher/website owner/administrator to remove and destroy the information
- Briefing staff in case of phishing enquiries for further information on affected individuals
- Notifying the Local Authority.

We will review the effectiveness of any actions taken and amend them as necessary after any data breach. This may include establishing more robust policies and procedures or providing further training for staff.

8. Accountability and Record Keeping

We record all breaches of personal data regardless of whether they are reported to the ICO. This helps us demonstrate our compliance with the GDPR under its principle of accountability. It also ensures we have records should the ICO wish to see them.

Our data breach register includes:

- Summary of the facts:
 - including the types and amount of personal data involved
 - details of the cause of the breach and impact on the individuals whose data is involved
- Actions taken to contain the breach as well as mitigate its possible adverse effects
- Any actions taken to prevent future breaches.

Appendix 2:



Appropriate Policy Document – Propeller Academy Trust

1. Introduction and Background

This document covers our processing of special categories of personal data and criminal offence data.

To carry out our official functions as a trust, we process special category data and criminal offence data in accordance with the requirements of Article 9 and 10 of the General Data Protection Regulation (GDPR), and Schedule 1 of the UK's Data Protection Act 2018 (UK DPA 2018).

Some of the Schedule 1 conditions for processing special category and criminal offence data in the UK DPA 2018 require us to have an Appropriate Policy Document in place.

Our Appropriate Policy Document (page 4) sets out our compliance measures with the GDPR principles (Article 5), as well as our retention procedures for special category data.

2. Definitions

Under Article 9 of the GDPR **special category data** is defined as personal data that reveals:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health
- Data concerning a natural person's sex life or sexual orientation.

Article 10 of the GDPR covers processing in relation to **criminal convictions and offences** or related security measures. In addition, section 11(2) of the UK DPA 2018 specifically

confirms that this includes personal data relating to the alleged commission of offences, or proceedings for an offence committed, or alleged to have been committed, including sentencing. This is collectively referred to as '**criminal offence data**'.

3. GDPR conditions for processing special category and criminal offence data

We process **special categories of personal data** under the following GDPR Articles:

- a. Article 9(2)(b) – where processing is necessary for fulfilling our obligations or those of data subjects, in connection with employment, social security or social protection.

Examples of our processing include checking if individuals are entitled to work in the UK and maintaining records of statutory sick pay and maternity pay.

- b. Article 9(2)(g) - reasons of substantial public interest.

We have a statutory duty to safeguard and promote the welfare of all our pupils. This is set out in the statutory guidance:

- Keeping Children Safe in Education, issued under Section 175 of the Education Act 2002
- Working Together to Safeguard Children, issued under Section 11 of the Children Act 2004.

Examples of our processing include carrying out pre-employment checks, managing allegations of abuse against staff and referring suspected cases of abuse to children's social care.

The Equality Act 2010 requires us to have due regard to the need to eliminate discrimination, harassment, and victimisation; advance equality of opportunity and foster good relations.

Examples of our processing include reviewing attainment data to ensure our educational policies and procedures do not lead to indirect discrimination.

- c. Article 9(2)(f) – for the establishment, exercise, or defence of legal claims.

Examples of our processing include processing relating to any employment tribunal or other litigation.

- d. Article 9(2)(a) – explicit consent.

In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes; that it is given by an affirmative action and is recorded as the condition for processing.

Examples of our processing includes pupils' medical information we receive from parents which allows us to administer medicines during the school day.

- e. Article 9(2)(c) – where processing is necessary to protect the vital interests of the data subject or of another natural person.

An example of our processing would be using health information about a member of staff in a medical emergency.

We process **criminal offence data** under Article 10 of the GDPR.

Examples of our processing of criminal offence data include pre-employment checks and declarations by an employee in line with contractual obligations.

Our Appropriate Policy Document

Almost all of the substantial public interest conditions in Schedule 1, Part 2 of the UK DPA 2018, plus the condition for processing employment, social security and social protection data, require an Appropriate Policy Document (this is set out in Schedule 1, paragraphs 1 and 5).

This Appropriate Policy Document demonstrates that our processing of special category and criminal offence data based on these specific Schedule 1 conditions is compliant with the requirements of the GDPR Article 5 principles. In particular, it outlines our retention procedures with respect to this data.

Description of data processed

We process the special category data about our employees that is necessary to fulfil our **obligations as an employer**. This includes information about their health and wellbeing, ethnicity, and their membership of any trade union. Further information about this processing can be found in our staff, governors, and volunteers privacy notice <https://www.propellertrust.org/page/?title=GDPR+and+KCSIE&pid=24>

Our processing for reasons of **substantial public interest** relates to the data we receive or obtain in order to safeguard the children in our care, as well as ensure equality of opportunity and treatment for everyone in our trust.

Further information about this processing can be found in our privacy notices.

We also maintain a record of our processing activities in accordance with Article 30 of the GDPR.

UK DPA 2018 Schedule 1 additional conditions for processing special category and criminal offence data

Section 10 of the UK DPA 2018 requires us to meet one of the additional conditions in Schedule 1 when we are processing special category data and relying on a GDPR condition, which requires authorisation by law, or a basis in law.

We process special category data for the following purposes in Part 1 of Schedule 1:

Paragraph 1(1) employment, social security, and social protection.

We process special category data for the following purposes in Part 2 of Schedule 1:

Paragraph 8 - equality of opportunity or treatment.

Paragraph 18 - safeguarding of children and of individuals at risk.

Criminal offence data

We process criminal offence data for the following purposes in Parts 1 and 2 of Schedule 1:

Paragraph 1 – employment, social security, and social protection.

Paragraph 6(2)(a) – statutory, etc. purposes.

Procedures for ensuring compliance with the GDPR principles

Accountability principle

We have put in place appropriate technical and organisational measures to meet the requirements of accountability. These include:

- The appointment of a data protection officer who reports directly to our highest management level
- Taking a 'data protection by design and default' approach to our activities
- Maintaining documentation of our processing activities
- Adopting and implementing data protection policies
- Ensuring we have written contracts in place with our data processors
- Implementing appropriate security measures in relation to the personal data we process
- Carrying out data protection impact assessments for our high-risk processing.

We regularly review our accountability measures and update or amend them when required.

Principle (a): lawfulness, fairness, and transparency

Processing personal data must be lawful, fair, and transparent.

The processing of special category data that requires being authorised by law or has a basis in law, is lawful if the data subject has given their consent or the processing meets at least one of the conditions in Schedule 1 of the UK's DPA 2018.

We provide clear and transparent information about why we process personal data, including our lawful basis for processing in our privacy notices and this policy document.

Our processing of special category data for the purposes of substantial public interest is necessary for us to fulfil our statutory duty to safeguard and promote the welfare of all our pupils. This is under Section 175 of the Education Act and Section 11 of the Children Act 2004.

We also process special category data to comply with our obligations under the Equality Act 2010 to have due regard to the need to advance equality of opportunity and eliminate discrimination.

Our processing for the purposes of employment relates to our obligations as an employer under a number of employment laws, such as The Employment Rights Act 1996 and the Employment Act 2002.

Principle (b): purpose limitation

We process personal data for purposes of substantial public interest as explained above when the processing is necessary for us to fulfil our statutory functions. This includes where it is necessary to assist another to comply with their statutory requirements to safeguard and promote the welfare of children.

We process personal data for the purposes of employment as explained above and in our staff privacy notice.

We are authorised by law to process personal data for these purposes. We may process personal data collected for these purposes (whether by us or another controller), providing the processing is necessary and proportionate to that purpose.

If we are sharing data with another controller, we will document that they are authorised by law to process the data for their purpose.

We will not process personal data for purposes incompatible with the original purpose it was collected for.

Principle (c): data minimisation

We collect personal data necessary for the relevant purposes and ensure it is not excessive. The information we process is necessary for and proportionate to our purposes. Where personal data is provided to us or obtained by us, but is not relevant to our stated purposes, we will erase it.

Principle (d): accuracy

Where we become aware that personal data is inaccurate or out of date, having regard to the purpose for which it is being processed, we will take every reasonable step to ensure that data is erased or rectified without delay. If we decide not to either erase or rectify it; for example, because the lawful basis we rely on to process the data means these rights don't apply, we will document our decision.

Principle (e): storage limitation

All special category data processed by us for the purpose of employment or substantial public interest is retained for the periods set out in our retention schedule, unless retained longer for archiving purposes.

We determine the retention period for this data based on our legal obligations and the necessity of its retention for our trust's needs. Our retention schedule is reviewed regularly and updated when necessary.

Principle (f): integrity and confidentiality (security)

Electronic information is processed within our secure network and we follow the National Cyber Security's '10 Steps to Cyber Security'. Hard copy information is processed in line with our security procedures set out in our Data Protection Policy.

Our electronic systems and physical storage have appropriate access controls applied.

The systems we use to process personal data allow us to erase or update personal data at any point in time where appropriate.

Data Retention and Erasure

Our retention and erasure practices are set out in our retention schedule

Review date

This document will be retained for the duration of our processing and for a minimum of 6 months after processing ceases.

It will be reviewed annually or revised more frequently if necessary.