



FOXFORD
School & Community Arts College

Data Protection Policy Statement

Approved by Governors October 2016

This policy statement is modified for Foxford School and Community Arts College from the policy statement of Coventry City Council.

1 Objective

This policy sets out our commitment to protecting personal data.

2 Scope

This policy applies to anyone working with personal data that is controlled or processed by or on behalf of Foxford School and Community Arts College.

3 Policy

Coventry City Council is committed to:

- Ensuring that we comply with the 8 data protection principles, as listed below;
- Meeting our legal obligations as laid down by the Data Protection Act 1998;
- Ensuring that data is collected and used fairly and lawfully;
- Processing personal data only in order to meet operational needs or fulfill legal requirements;
- Taking steps to ensure that personal data is up to date and accurate;
- Establishing appropriate retention periods for personal data;
- Ensuring that data subjects' rights can be appropriately exercised;
- Providing adequate security measures to protect personal data;
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues;
- Ensuring that everyone processing personal data knows where to find further guidance;
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly;
- Regularly reviewing data protection procedures and guidelines within the organisation

4 Data Protection Act Principles

1. Personal data shall be processed fairly and lawfully and only if specific conditions are met.
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.

7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

5 Policy Review

- 5.1 The Governing Body has direct responsibility for co-ordinating the maintenance and review of this policy. Reviews will take into account changes in best practice, lessons learnt and input from specialist areas within the School and in consultation with relevant IT service providers.
- 5.2 Enquiries regarding this policy should be directed to:
The Chair of Governors
Foxford School and Community Arts College
Grange Road
Longford
Coventry
CV6 6BB

Review date: 13 October 2018