

Exmoor Coast Federation Data Protection Policy

The increase of cloud technology and the use of memory sticks have led to teachers and other staff potentially breaching the Data Protection Act. It is the school's responsibility to make sure that all data is secure and that all staff know about the procedures needed to ensure the security of data. The Data Protection Act applies to all personal information including student and staff records. There are heavy fines if the school have breached the Data Protection Act or have not informed the Information Commissioners Office of issues.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

Federation staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted and password protected
- The device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
- The device must be checked using an approved virus checker before any data is stored on it.
- The data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete

If personal data is stored online e.g. in Google Docs, Dropbox or Somerset Learning Platform, staff must:

- Ensure that the data is hosted securely in a country inside the European Economic Area – Dropbox and Google Docs will store data outside the EEA and data will remain on servers even if deleted leading to potential breaches of security

Policy approved by Head Teacher: Date:

Policy approved by Governing Body: (Chair of Governors)

Date:

The date for the next policy review is.....