

COMPANY POLICY

NAME OF POLICY: DATA PROTECTION POLICY

A Statement of Intent

Michael John Academy adheres to Data Protection Act 1998 which creates a framework of rights and duties designed to safeguard personal data. The Information Commissioner's Office is the UK's independent authority set up to promote access to official information and protect personal information

Every organisation that processes holds and uses information must be registered with the Commission. MJA registration number is **Z607343X** MJA must comply with eight data protection principles which make sure that personal information is:

Principles of the Act

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for not longer than is necessary
- Processed in line with the rights of individuals
- Secure and
- Not transferred outside European Economic Area without adequate protection

There is stronger legal protection for more sensitive information such as:

- Ethnic background
- Political opinions
- Religious beliefs
- Health
- Sexual health
- Criminal records

MJA will ensure that:

- The key principles of the Act are adhered to
- All personal data held is maintained securely and safely and that information is not disclosed to any unauthorised third parties
- Manual records are kept securely locked away for 6 years following a student leaving the programme, following this time, they are to be disposed of as confidential waste or shredded
- All data held is accessible only by those who need it and that all data held in a computerised format is password protected and that manual records are not left where they can be accessed by unauthorised personnel
- Personal data is not disclosed to unauthorised third parties and that caution will be exercised when including personal data within reports or listings
- Staff are aware that special arrangements apply to provision of data to third parties in particular transfer of material outside of the European area. Personal data about an individual on the World Wide Web is likely to breach provisions of the Act
- Any person/persons who will be listed on/include on our website should always have completed a data sharing consent form
- There are clear policies and procedures which ensure all staff, students and key stakeholders are aware of their role and responsibilities with regard to data protection
- A full review of the policy is conducted at least annually by the Chief Executive and Data Protection Officer

Roles and Responsibilities of: Chief Executive

- To ensure the Information Commission are provided with the necessary documentation relating to data protection at MJA on an annual basis
- To appoint a Data Protection Officer
- To ensure resources are made available complying with the Act

Data Protection Officer

- Review this policy on an annual basis in conjunction with Chief Executive
- Day to day data protection matters
- Encourage good information handling practicing across the organisation
- Ensure all staff receive appropriate training on data handling

All MJA staff

- When processing personal data regarding students or colleagues, staff must comply with the Data Protection Principles
- Staff are responsible for the security of the data they process and for ensuring that it is not disclosed to anyone who does not have the relevant authorisation to gain such information
- Staff are also data subjects. They should ensure that any information they supply to MJA in connection with their employment is accurate and up to date. MJA cannot be held responsible for errors from changes about which they have not been informed

Right of Access to Information

- Staff, students and other users of MJA have the right to access personal data held about them by MJA, whether in manual or electronic format

A request for information should be put in writing to the

**Data Protection Officer
Anthony Edwards
Michael John Academy
42-46 Renshaw Street
Liverpool
L1 4EF**

- You will receive a response in writing to the address you have provided within 7 working days
- There will be no charge made for your request
- There are some instances when information can be withheld these include:
 1. the prevention, detection or investigation of a crime
 2. national security or the armed forces
 3. the assessment or collection of taxes

We do not have to say why we are withholding information

This policy will be reviewed annually as per the company policy review schedule.

Signed and verified: January 2018

By Shaun McNamara – Chief Executive.....

* This policy can be made available in larger type.

VERSION NO 1.

Data Protection Policy

To be retained in employee personal file

I have read understood and agree to the terms of this Data Protection policy and procedures. I understand that non-compliance with this policy could result in disciplinary action being taken as per company disciplinary procedures. It is my responsibility to ensure I read updated versions of the policy on MJA staff intranet

Name

Position

Signed

Date