

# SVS Data Protection Overview



## Approval and review dates

Policy	Date of last review	Date of next review
Data Protection Overview	May 2021	September 2022

## 1 Introduction - Overview

Sandwell Valley School (SVS) is committed to a policy of protecting the rights and privacy of individuals (including students, staff and others) in accordance with the Data Protection Act 2018.

SVS gathers and processes personal information about its staff, students, and other individuals to comply with obligations as a charitable company limited by guarantee that is responsible for academies. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

Any breach of the Data Protection Act 2018 or this Trust Data Protection Policy is considered to be an offence, and in that event relevant disciplinary procedures will apply. The contents of this policy are applicable to employees, trustees and governors, other agencies and providers working with the Trust, and who have access to personal information.

SVS is the Data Controller and is responsible for setting the overarching policy and standards for Data Protection. The trust see compliance with these obligations as the best method to ensure that personal information is dealt with lawfully and securely and in accordance with the UK GDPR and other related legislation.

It will apply to information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically. It applies to all data held in schools as part of the multi-academy trust, though the responsibility for managing data rests with each school.

The Data Protection Policy and suitable Privacy Notices are on each school website.

SVS process personal information about staff, pupils, parents and other individuals who come into contact with each academy as part of the usual day to day business of a school. SVS is required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and other legislation.

This policy and procedures will be updated as necessary to reflect best practice, or amendments made to data protection legislation.

## 2 For Pupils and Parents/Carers

There is more detail in the 'My Rights' document and within the other policy and Privacy Notices on the website.

### **3 Pupil and Family Information Gathering**

On joining SVS you will be asked to complete a form giving next of kin details, emergency contact and other essential information. You will also be asked to give consent for the use of that information for other in-Trust purposes, as set out on the data collection/consent form.

The contact and consent form will be reviewed on an annual basis. It is important to inform SVS if details or your decision about consent changes.

### **4 Subject Access Requests**

As stated in our policy, every individual has a right of access, subject to some restrictions, to data that is held about them.

If you wish to make a subject access request it is important that the request is made directly to the school or academy that holds your data.

There is more information about this process in the policy.

### **5 Concerns and Complaints**

If you feel that something has gone wrong and you want to raise a complaint or concern it is important that you are able to do so. We encourage an informal discussion about the matter first. You can access details about how we manage such issues by reference to the SVS GDPR policies. This also covers Data Protection and UK GDPR matters, though ultimately you have a right to refer to the Information Commissioners Office if you remain unsatisfied.

### **6 Data Protection Officer**

Our Data Protection Officer is:

DETAILS HERE

John Walker

[info@jawalker.co.uk](mailto:info@jawalker.co.uk)

[www.jawalker.co.uk](http://www.jawalker.co.uk)

03337 729763

### **7 SVS GDPR Compliance Documents**

On the website

Data Protection Policy

Subject Access Rest Protocol

Subject Access Request Form

Consent Guidance

Breach Management Protocol

Privacy Notice – Common to All

Privacy Notice - Pupils

Privacy Notice – Staff

Privacy Notice – Governors

## **SVS Policies**

Records Management Policy  
Retention Schedule

### **Consider**

Confidentiality Policy  
IT Security Policy/Bring your own Device/Remote Working/Acceptable Use or similar

### **Complaints**

If you have a single complaint policy that applies to schools across the trust, then also have a link from each school website to your complaint policy centrally.

If schools have a separate complaint policy make it clear in your own policy for the trust that complainants must contact the individual school first.

However, all complaint policies **MUST** refer to UK GDPR with the insert from the toolkit.

It is far easier to have a single complaint policy for all schools in the trust.

### **School Websites**

Consent forms  
Withdrawal of Consent Forms  
Subject Access Request Form  
CCTV