



Data Protection Policy

Including

General Data Protection Regulation (GDPR)

Date updated – September 2019
Lead – Dawn Best
Status - Current
Prepared by – Mike Blakey
Review date – September 2020 or
sooner if legislation is updated

| Background Information | | |
|---|--|-------------------|
| Document Purpose | To ensure all elected members, officers and others acting on behalf of Best Futures School, are fully aware of and abide by their duties and responsibilities under the Data Protection Act. | |
| Target Audience | All | |
| Subject | Information Management | |
| Reference and Version | BFS 02 | |
| For Further Copies Email | office@bestfutures-school.co.uk | |
| Impact Assessed | Integrated Screening | Impact Equalities |
| | Yes / No | Yes / No |
| Name of Lead Officer undertaking Assessments | Mike Blakey | |
| Action Plan with Recommendations Produced | Yes / No | |
| Date | | |
| Review Date | September 2020 | |

Best Futures School privacy policy

What type of information do you collect?

We receive, collect and securely store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, communications); comments, feedback, enquires, complaints, recommendations, and personal application information.

How do you collect information?

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

Information is collected via our 'Contact Us' Message Box and is delivered via email to our Office Manager. This is stored onto our internal storage drive, processed appropriately and confidentially to the associated staff member who is responsible to deal with that enquiry. For example: A pupil placement enquiry, a job/vacancy enquiry, general enquiry or complaint.

Why do you collect such personal information?

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate the school Services;
2. To provide our Visitors, Parents/carers & Users with ongoing assistance and support;

3. To be able to contact our Visitors, Parents/carers & Users with general or personalized service-related notices and messages;
4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our school may use to provide and improve our respective services;
5. To comply with any applicable laws and regulations.

How do you store, use, share and disclose your site visitors' personal information?

Best Futures School is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to display our services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

How do you communicate with your site visitors?

We may contact you to notify you regarding your enquiry. For these purposes we may contact you via email, telephone, text messages, and postal mail.

How do you use cookies and other tracking tools?

Cookies on the Best Futures School web site are only used to show us the effectiveness and usability of the site. We through Google Analytics measure traffic and duration of our site. If you don't want us to process your data anymore, please contact us at office@bestfutures-school.co.uk or send us mail to: Best Futures School, The Stables, Manor Farm, Aylesby, Grimsby, North East Lincolnshire, DN37 7AW.

Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Questions and your contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at office@bestfutures-school.co.uk or send us mail to: Best Futures School, The Stables, Manor Farm, Aylesby, Grimsby, North East Lincolnshire, DN37 7AW.

Data Protection Policy

1 Data Protection Statement

- 1.1 Best Futures School recognises that in order to carry out its functions and satisfy its legal obligations it needs to collect and use personal data about identifiable living individuals. We further recognise that this personal information must be treated appropriately and lawfully to ensure successful operations and maintain the confidence of citizens, employees and partners.

1.2 Therefore fully supports the principles of the Data Protection Act 2018, and we are committed to processing personal data in a manner which is compatible with them. We have implemented and will follow procedures which aim to ensure that everyone acting on behalf of Best Futures is fully aware of and abide by their duties under the Data Protection Act.

1.2 A copy of the Data Protection Act 2018 can be found at [Data Protection Act 2018](#)

1.3 <https://ico.org.uk/for-organisations/education/education-gdpr-faqs/>

1.4 The principles of the Data Protection Act require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless at least one of the conditions specified in Schedule 2 of the Act (and Schedule 3 in relation to sensitive personal data) are met;
 - a) Please see Appendix 2 for the Data Protection Act Schedule 2 and Schedule 3.
2. Be obtained for one or more specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
3. Be adequate, relevant and not excessive for those purposes;
4. Be accurate and, where necessary, kept up to date;
5. Not be kept for longer than is necessary for that purpose;
6. Be processed in accordance with the rights of the data subject;
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures
8. 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.

For more information, please visit: https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

1.5 We will, through appropriate management, and strict application of standards and controls:

- a) Observe fully the conditions regarding the fair and lawful collection and use of personal information;
- b) Meet our legal obligations to specify the purposes for which information is being collected and will be used for;
- c) Only collect and process that personal information, appropriate to meet our operational needs or to comply with any legal requirements;
- d) Ensure the quality and accuracy of the personal information held and used;
- e) Apply procedures to identify how long personal information should be held, and ensure it is not held longer than is necessary;
 - i. We follow the Data Protection Toolkit for Schools, which can be accessed here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/747620/Data_Protection_Toolkit_for_Schools_OpenBeta.pdf
 - ii. Ensure that everyone is aware of and can exercise their rights under the Data Protection Act;
 - iii. Take appropriate technical and organisational security measures to keep the personal information we hold protected and secure;
 - iv. Ensure that personal information is not transferred outside the European Economic Area without suitable safeguards being in place.

1.6 To support this we will ensure that:

- a) The senior officer (Data Protection Officer) is appointed with specific responsibility for data protection across the organisation;
- b) Individuals are informed of the purposes for which their data will be used and that consent is sought for such use, where required;

- c) Anyone wishing to make enquiries about the handling of their personal information is provided with sufficient information to do so, and their enquiry is dealt with promptly and courteously;
- d) Everyone managing and handling personal information receives appropriate training and guidance so that they understand they are contractually responsible for complying with legislation, and know how to process information in accordance with the 8 principles and are able to do so; (See Appendix 3)
- e) Everyone managing and handling personal information is appropriately supervised;
- f) Procedures are in place for the effective handling of personal information in compliance with legislation, which are clearly described, and regularly audited, reviewed, assessed and evaluated;
- g) The performance of services and officers in the handling of personal data is regularly assessed and evaluated; and
- h) Data sharing is carried in compliance with the terms of the Humber Information Sharing Charter and associated protocols and procedures. See Appendix 4

2 Scope of the Policy

- 2.1 This policy applies to all elected members and employees of Best Futures Company and any individual or organisation acting on behalf of Best Futures.
- 2.2 This policy applies to all personal data processed by Elected Members as part of their official duties.
- 2.3 This policy applies to personal data held in any format by Best Futures including paper, on computer and in CCTV images.

3 The rights of the data subject

- 3.1 The Data Protection Act gives a number of rights to the data subject in respect to the personal data we hold about them, these are the right to:
 - a) Access the information we hold about them. This is called a Subject Access Request;
 - b) Have inaccurate information corrected;
 - c) Prevent processing of your information, in certain circumstances, if it is causing you unwarranted and substantial damage or distress;
 - d) Prevent unsolicited marketing;
 - e) Prevent significant decisions, in certain circumstances, being taken about you solely by automatic processing; and
 - f) Claim compensation if you have suffered damage caused because of a breach of the Act.
- 3.2 These rights apply to everyone whether they are a citizen, elected member, employee or a service user.
- 3.3 To exercise their rights the data subject should contact the School Admin Team or alternatively complete the Subject Access form below (Appendix 1) or downloadable from our website and send it into the Admin Team.

Admin Team
 Best Futures
 Community Interest Company
 The Stables
 Manor Farm

Aylesby
North East Lincolnshire
DN37 7AW
Tel: 01472 278978

E-mail: office@bestfutures-school.co.uk

4 Information Request Procedure

- 4.1 A fee for each Subject Access Request could be payable in advance, additional fees may be charged for the searching of unstructured manual information.
- 4.2 To ensure the data subject is who they say they are, and to prevent the disclosure of any personal information without proper authorisation, we will require proof of the data subject's identity and current address, before processing a request.
- 4.3 We will aim to respond to requests as quickly as possible, but will ensure that it is provided within 30 calendar days of a valid request being received, unless there is good reason for the delay. In such cases, we will explain the reason for delay to you in writing.

5.0 Complaints Procedure

- 5.1 If a data subject is unhappy with the response to their Subject Access Request, or if they believe that Best Futures is processing their personal data in a manner which is incompatible with the Data Protection Act, they are entitled to request an internal review.
- 5.2 The request for an internal review should be made to the Board of Directors and Members, who will arrange for the matter to be investigated by an officer independent to the complaint.
- 5.3 If a data subject is dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review.

6.0 Responsibilities

6.1 Data Protection Officer

- a) The Director's Governance and Transformation is the designated Data Protection Officer, with overall responsibility to ensure compliance with the Act and related issues.

6.2 Strategic Directors

- a) To appoint a nominated officer for their directorate with responsibility for Data Protection issues;
- b) To ensure all new employees and those acting on behalf of Best Futures within their directorate receive an introductory briefing on Data Protection as part of their induction and appropriate training for their role; and
- c) To ensure all employees and those acting on behalf of Best Futures within the directorate receive appropriate annual refresher training on Data Protection.

6.3 Team Manager – Information Governance, Complaints and Consultation / ICT Information Security Manager

- a) To draft guidance and promote compliance with this policy to ensure the easy, appropriate and timely retrieval of information;
- b) To assist with the co-ordination of Best Futures response to and compliance with the Act and this policy; and
- c) To investigate any non-compliance with this policy.

6.4 Employees and those acting on behalf of Best Futures

- a) To be aware of, understand and comply with the requirements of this policy and appropriate legislation when handling or processing personal data;
- b) Ensure that personal data is kept secure and confidential, including taking precautions against physical loss or damage, restricting access and disclosure to prevent disclosure either orally or in writing or otherwise to any unauthorised third party;
- c) Ensure that the individuals they are responsible for are aware of the Data Protection Act and their responsibilities under it;
- d) To challenge and report all unacceptable behaviour or breaches of the policy in accordance with the procedures set out in the 'ICT and Information Security Standards'; and
- e) Ensure where they are responsible for third parties acting on behalf of Best Futures that;
 - i) All personal data is returned to Best Futures on completion of the work, including any copies that may have been made. Alternatively, that the data is securely destroyed and that Best Futures receives notification in writing of this from the third party;
 - ii) Best Futures receives details of any proposed disclosure of personal data to any third party, and no disclosure is made until approved by Best Futures;
 - iii) Any personal data made available by Best Futures, or collected in the course of the work, is neither stored nor processed outside the UK unless written consent to do so has been received from Best Futures;
 - iv) All practical and reasonable steps are taken to ensure that third parties do not have access to any personal data beyond that which is essential for the work being carried out.

7.0 Monitoring of the Policy

- 7.1 Should it be discovered that this policy has not been complied with, or if an intentional breach of the policy has taken place, an investigation under the authority of the Monitoring Officer will be undertaken and appropriate steps as considered necessary taken, including disciplinary action.

8.0 Review of the Policy

- 8.1 This policy and the supporting guidance will be reviewed annually and in the light of any changes in legislation or good practice by the Data Protection Officer and CIC Board.

9.0 Best Futures contract for this policy

9.1 Any enquiries about this Policy should be directed to:

Best Futures School
The Stables
Manor Farm
Aylesby
North East Lincolnshire
DN37 7AW

Tel: 01472 278978

E-mail: office@bestfutures-school.co.uk

Appendix 1: Subject Access Request form

Please complete and return to the Admin Team, who will acknowledge receipt and explain what action will be taken.

Once the request has been received and acknowledgement of the request sent to you. It can take up to one calendar month to respond to the request and a fee may be payable to cover our photocopying and administration costs.

Your name:

Pupil's name:

Your relationship to the pupil:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Please give details of information requested.

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By whom:

Complaint referred to:

Date:

Appendix 2: Schedule 2 and 3 of the Data Protection Act 2018

Schedule 2: <http://www.legislation.gov.uk/ukpga/2018/12/schedule/2>

Schedule 3: <http://www.legislation.gov.uk/ukpga/2018/12/schedule/3>

Appendix 3: Principles of Data Protection

34 Overview and general duty of controller

(1) This Chapter sets out the six data protection principles as follows—

(a) section 35(1) sets out the first data protection principle (requirement that processing be lawful and fair);

(b) section 36(1) sets out the second data protection principle (requirement that purposes of processing be specified, explicit and legitimate);

(c) section 37 sets out the third data protection principle (requirement that personal data be adequate, relevant and not excessive);

(d) section 38(1) sets out the fourth data protection principle (requirement that personal data be accurate and kept up to date);

(e) section 39(1) sets out the fifth data protection principle (requirement that personal data be kept for no longer than is necessary);

(f) section 40 sets out the sixth data protection principle (requirement that personal data be processed in a secure manner).

(2) In addition—

(a) each of sections 35, 36, 38 and 39 makes provision to supplement the principle to which it relates, and

(b) sections 41 and 42 make provision about the safeguards that apply in relation to certain types of processing.

(3) The controller in relation to personal data is responsible for, and must be able to demonstrate, compliance with this Chapter.

<http://www.legislation.gov.uk/ukpga/2018/12/part/3/chapter/2>

Appendix 4: Humber Information Sharing Charter

[https://www.nelincs.gov.uk/wp-content/uploads/2018/08/Humber Information Sharing Charter HIG01 V09.pdf](https://www.nelincs.gov.uk/wp-content/uploads/2018/08/Humber-Information-Sharing-Charter-HIG01-V09.pdf)

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|------------------------------------|--|------------------|--|--------------|--|
| Principal | | Signature | | Date: | |
| Chair of CIC Governing Body | | Signature | | Date: | |