



1. General statement

- The Centre Manager and the Governors of the Centre intend to comply fully with the requirements and principles of the following United Kingdom regulations, Data Protection Act 1998, Human Rights Acts 1998, and Freedom of Information Act 2000 in relation to the management of personal data in the Centre.
- The Centre will endeavour to ensure that all processing is appropriately registered/notified and will review and update notified entries.
- All staff involved with the collection, processing and disclosure of personal data will be made aware of their duties and responsibilities within these guidelines.
- Staff deliberately acting outside their recognised authority may be subject to appropriate disciplinary proceedings.

2. Enquiries and Information

Enquiries about this policy should be made to the Centre Manager, who can also provide further information about Centre procedures. The registered purposes for processing personal information, as recorded for notification by the Centre, are available by appointment for inspection in the Centre.

Explanation of the

Entries registered is available from the Centre Manager who is the person nominated to deal with data protection issues.

3. Fair obtaining

The Centre undertakes to obtain information fairly and lawfully by informing all data subjects of the reasons for its collection, the purposes for which the data will be held, where possible the likely recipients, and the data subject's rights of access. Information about the use of personal data is printed on the appropriate collection forms. Where details are given in person or by telephone the staff member collecting the details will advise on how those details will be used.

4. Data uses and processes

The Centre will not use or process personal information that contravenes its statutory or registered/notified purposes. Any new purposes for data processing introduced will, where appropriate, be notified to the individual and, if required by law, their consent will be sought. In general the Centre will only process data with subject's data's consent (or with the consent of parents/guardian acting on behalf of their child). There may be exceptions as outlined in Schedules 2 and 3 of the Data Protection Act where processing is necessary for example for the Centre to comply with its other legal obligations or to protect the vital interests of the data subject. Only authorised and properly instructed staff is allowed to make external disclosures of personal data. Data used within the Centre should be made available to staff only if they need to know for their work in the Centre.

5. Data integrity

- The Centre will not collect data from individuals that is excessive or irrelevant in relation to the registered/notified purpose(s). Details collected will be adequate and no more. Information collected which becomes irrelevant or excessive will be deleted.
- Information will only be held for as long as is necessary for the registered/notified period - after which the details will be deleted.



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• Where a data subject challenges the accuracy of their data, and it cannot be updated immediately, or where the new information needs to be checked for accuracy and validity, a marker will be placed on the "challenged" record indicating the nature of the dispute or delay. The Centre will try to resolve issues informally and amicably with the individual but if this is not possible any disputes will be referred to the Governing Body.

6. Security

The Centre undertakes to ensure the security of personal data to prevent unauthorised individuals and staff from gaining access to personal information.

- All personal data on paper is kept in the Admin or Centre Manager's office in filing cabinets. The office doors are lockable when staff are not in them. No personal data is to be left on desks or computer screens when staff are not in the office.
- Personal data on the computer can be accessed only by authorised personnel using individual passwords. Passwords are changed regularly. Back up tapes are stored in a locked, metal cabinet to reduce the risk from fire, theft or other damage.
- Laptop computers are signed out in the equipment loan book and kept in secure storage when off site, e.g. locked house, locked car boot.

Procedures and protocols

- The Centre Manager is responsible for giving access to all personal data records.
- Personal data is rarely taken off site. If necessary (e.g. for child protection conference) then, the member of staff is responsible for the security of that information at all times. Information is transferred to new Centres or other authorised receivers either electronically, when directed, or by hand, or post in sealed envelopes, clearly addressed and marked confidential.
- The Centre Manager is responsible for making all staff aware of their responsibilities for data protection and for general security matters and their knowledge is updated as required.
- Redundant data will be destroyed in accordance with the Centre's procedures for disposing of confidential materials.

7. Subject access/subject information requests

- Any person whose details are held/processed by the Centre (data subjects) has a general right to receive a copy of their own information. There are a few exceptions to this rule, such as data held for child protection or crime detection/prevention purposes.
- The Centre will respond in writing to requests for access to pupil records within 15 Centre days and for all other types of record within the 40 days allowed by the Data Protection Act.
- The Centre's policy for dealing with requests for subject access in respect of a pupil is: Requests from parents/legal guardians in respect of their own child will, provided that the child does not understand the nature of the subject access requests, be processed as requests made on behalf of the data subject (child)