

GDPR and Data Protection Agreement for Staff

GDPR – General Data Protection Regulations

Data Protection legislation has increased the emphasis on the security of data held and processed and the responsibility that an organisation, such as a school or Academy has to ensure that the information they hold on individuals is:

- a) Accurate
- b) Relevant to their “business operation” or legal obligations
- c) Individuals, this includes students (13 years and over) AND their parents/carers have the right to request amendments or to see their personal data that you hold
- d) Secure

The Trust is general classed as a “Data Controller”, this means that the Trust has legal responsibility and liability for the security, control and release of all of the personal data we hold. This includes personnel, students, parents/carers and other individuals relevant to the operation of the Academy.

Personal Data is classified as:

Information that identifies an individual (directly or indirectly), such as:

- John Smith was born on 1st January 2000
- Dave Jones’ Exam Number is X11000345
- the Head of English’s salary is £50,000

There is also a “sensitive” classification relating to areas such as:

- Racial/Ethnic
- Religious/philosophical beliefs
- Health information
- Trade-Union membership
- Sexual Orientation
- Criminal record
- LAC
- FSM
- Pupil Premium
- SEN status

ALL members of staff are responsible for the personal information they carry around with them AND what they take home. It is strongly recommended that you do not take any personal data offsite and if you do so, you should comply with the terms below.

Any loss of paperwork, sending of emails with personal information that is not protected or the loss of electronic devices, such as laptops should be reported ASAP to:

Trust Data Protection Lead (TDPL) – gdpr@merciantrust.org.uk

All losses will be logged centrally, any relevant information will be collected and in certain cases, the Information Commissioner’s Office (ICO) will be informed of its loss.

Therefore you, as a member of staff are responsible for:

1. Ensuring that if you do send personal information about students OR OTHER STAFF externally i.e. to an address outside of the @merciantrust.org.uk domain, it is encrypted. This MUST be done by either:
 - a. Password protecting the Word, Excel, Powerpoint or PDF document. Instructions are available from IT Support. Password protecting the collection of files within a folder using 7-zip and 256- AES encryption. Again, instructions are available from IT Support or the Academy website.
 - b. Using a secure data transfer mechanism, such as S2S or WebxChange.
2. When sending emails external to the Trust, you should be sensitive to people’s private email addresses. If you send ANY email to external contacts, send the message using “BCC” in order to preserve the identity of others within the email.
3. Making sure that you have collected all personal information that you release from the Academy’s “Follow-Me” print system, before leaving the photocopier, particularly in areas that the students may access (FLCs, Library, Computer Rooms, DT).
4. If you take documents home containing personal information, YOU are responsible for this. Any loss MUST be reported to gdpr@merciantrust.org.uk.
5. If you require access to personal information offsite, it MUST remain in the Microsoft Office 365 system. Data must not be copied onto a USB Device. Files must not be downloaded onto an unencrypted personal device. IT Support can advise on this.
6. Wherever possible, you should secure personal information in paper form in locked drawers or filing cabinets. If paperwork needs to be left in a car, keep it separate from your laptop and avoid leaving it unattended where possible.
7. Reporting ANY potential breach to the Data Protection Administrator via gdpr@merciantrust.org.uk AND complying with any requests relating to this breach (this could be via HR, Payroll, Finance, Pupil Data/DAC, IT or the outsourced Data Protection Officer [DPO]).

Your acceptance will be recorded as your signature for this agreement.