

Gaddesby School Community – General Data Protection Regulations 2021

Safeguarding Requirement: The General Data Protection Regulation (GDPR) came into force on May 2018 replacing the current Data Protection Act 1998(DPA) under the new regulation's organisations need to evidence compliance from the start. This means that documents and processes need to be put into place to demonstrate that the rules and regulations set out in the mandate are being followed to ensure the safeguarding of data that is held by organisations.

10.c General Data Protection Regulations

GSC has full understanding as to whether we are processing personal data and know that this is critical to understanding whether the GDPR applies to our procedures.

GSC acknowledge the principles at the heart of Data Protection Act 2018 which are set out right at the start of the legislation and inform all that follows

Gaddesby School Community has voluntarily registered with Information Commissioner's Office
Gaddesby School Community has voluntarily appointed a Data Protection Privacy Officer.
DATA PROTECTION PRIVACY OFFICER IS MIKE KITCHING

Procedures

The lawfulness, fairness and transparency principles of the Data Protection Act 2018 are broadly like the first principle of the 1998 Act.

As with the 1998 Act personal data needs to be processed fairly and lawfully, but the requirement to be transparent about what we do with people's data is now more clearly signposted. Please see GSC privacy notice: prospectus and policies.

Legal framework

Article 5 of the GDPR sets out seven key principles which lie at the heart of the general data protection regime.

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

These principles, although at the heart of the approach to processing data do not give hard and fast rules, but rather embody the spirit of the general data

- GSC have identified valid grounds under the GDPR (known as a 'lawful basis') for collecting and using personal data.
- GSC ensure that we will not do anything with the data in breach of any other laws.
- GSC use personal data in a way that is fair. This means we will not process the data in a way that is unduly detrimental, unexpected or misleading to the individuals concerned.
- GSC will be clear, open and honest with people from the start about how we will use their personal data.

- GSC will take into account the information we are processing together with all the means reasonably likely to be used by either you or any other person to identify that individual.
- Even if an individual is identified or identifiable, directly or indirectly, from the data you are processing, it is not personal data unless it 'relates to' the individual.

Lawfulness

- GSC do not do anything generally unlawful with personal data.

Fairness

- GSC do not deceive or mislead people when we collect their personal data.

Transparency

- GSC aim to be open and honest, and to comply with the transparency obligations of the right to be informed.

Purpose limitation

- GSC will collect data for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

Data Minimisation

- GSC collects data that is adequate, relevant and limited to what is necessary in relation to the purposes for which we are processing.

Accuracy

- GSCs data is accurate and, where necessary, kept up to date; every reasonable step is taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or ...

Storage Limitation

- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data that may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes regarding mandatory regulation requirements.

Integrity and Confidentiality

- GSC will aim to process data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

Further guidance

- Information Commissioners Office guide to GDPR - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

This policy was adopted by

GSC Ltd

On

May 2021

Date to be reviewed

May 2022

Signed on behalf of the provider

Gaddesby School Community

Name of signatory

Linda Dunmore

Role of signatory

Manager
